



POLICY: I: 13—Dress Code
Procedure Review: Annually

DATED: February 1995
UPDATED: January 2021

APPROVED: Executive Director of Facilities and Construction: _____

I. PURPOSE

The purpose of this procedure is to outline an appropriate dress attire for employees who are issued and assigned apparel in addition to how apparel is repaired and replaced.

II. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction – Responsible for overall administration of the procedure.
- B. Directors, Managers and Supervisors - Responsible for ensuring material requests are issued for new or replacement apparel in their area(s) of responsibility.
- C. Warehouse/Stores Manager - Responsible for ordering and stocking apparel.
- D. Employees - Responsible for wearing an outfit which identifies him/her as a Facilities Management (FM) staff member or authorized substitute while working at the university.

III. PROCEDURE

- A. FM shirts are to be worn by full and part-time FM staff members while on the job to provide identification.

B. Upon employment, staff members will receive the following:

Shop	Long Sleeve Shirts	Short Sleeve shirts (button or Tee Shirts)	Jacket	Raincoat	Pants	Coveralls	Boots
Administrative Positions	3	5	1	0	0	0	0
Building Automation	3	5	1	1	0	0	0
Building Safety Technologies	3	5	1	1	0	0	0
Burner Shop	3	5	1	1	5	1	0
Carpenter Shop	3	5	1	1	0	0	0
Carpet Cleaning	3	5	1	1	0	0	0
Electric Shop	3	5	1	1	0	1	0
Emergency Power	3	5	1	1	0	0	0
Engineering/Capital	3	5	1	1	0	0	0
Garage	3	5	1	1	0	0	1
Housekeeping Equipment Repair	3	5	1	1	0	1	0
Housekeeping	3	5	1	1	0	0	0
HVAC/Refrigeration	3	5	1	1	0	1	0
Landscaping	3	5	1	1	0	1	1
Life Safety	3	5	1	1	0	0	0
Lock Shop	3	5	1	1	0	0	0
Motor Pool	3	5	1	1	0	0	0
Moving & Delivery	3	5	1	1	0	0	0
Paint Shop	3	5	1	1	0	0	0
Pest Mgt.	3	5	1	1	0	1	1
Power Plant	3	5	1	1	5	2	1
Plumbing Shop	3	5	1	1	0	0	0
Recycling/Waste Mgt.	3	5	1	1	0	1	1
Sign Shop	3	5	1	1	0	0	0
Summer Temps	0	5	0	0	0	0	0
Utility Shop	3	5	1	1	0	0	0

1. Shirts for special events, such as graduation and athletic events, are issued through the storeroom. Special event apparel is to be worn by those working during the special event only. One shirt per staff member.
2. Shirts must be no longer than the top of the leg and cover the midriff.
3. Snow removal staff will be issued boots. An Assistant/Associate Director's signature is required for boot purchases.
4. Additional apparel not listed above (such as caps, smocks, etc.) may be requested by the shop manager and approved by an Assistant/Associate Director.
5. Boots will be replaced on a bi-annual basis and the university will contribute up to \$125 towards new boots. Any cost greater than \$125 is to be covered by the staff member. Worn boots should not be returned to the storeroom.
6. Staff members are responsible for keeping apparel clean and in good condition.

7. FM issued apparel is not to be worn at another job or off campus, except to and from work.
8. Apparel is to be ordered through the Storeroom. Storeroom staff will assist managers and supervisors with inventory counts.
9. Apparel in need of repair or a size change must be turned in to the Storeroom along with a requisition for replacement. The requisition must have a supervisor's signature.
10. The Storeroom stocks shirts sizes small through 4XL. If stock is depleted, storeroom staff will hold the requisition until shirts are received and then issue appropriate size to employee(s.)
11. Power Plant and Transportation managers are responsible for ordering and distributing apparel for their area.
12. Worn apparel is to be turned-in to the Storeroom prior to receiving replacement items.
13. Staff members leaving employment must turn-in issued apparel items to the Storeroom prior to departure. The cost of unreturned items may be deducted from the last paycheck.

IV. CONDITIONS

- A. Appropriate apparel must be worn at all times as approved by the manager or the area.
- B. With the exception of the Power Plant and Burner Shop, pants are the responsibility of staff members and are not purchased by the department. Pants must be clean and work appropriate as approved by the manager.
- C. Blue jeans or dress pants may be worn with the following conditions:
 1. Pants must be clean and neat with no rips, holes, or unsown edges.
 2. Pants must be worn properly at the waistline and fit loose enough that movement is not limited.
- D. Capris must be worn six to eight inches above the ankle and fit loose enough that movement is not limited.
- E. As a substitute for blue jeans or dress pants, shorts may only be worn from May graduation until the last week of September, (this restriction is in addition to the safety concerns of the job duties performed) with the following conditions:
 1. Work duties must be of the type where leg protection is not required.
 2. Shorts must be clean and neat with no rips, holes, or unsown edges.
 3. Short length must be no shorter than four inches above the knee, and fit loose enough that movement is not limited.
 4. Shorts must be supplied, repaired, and cleaned by the staff member.

- F. Any deviation from this procedure will be brought to the individuals' attention and may result in being sent home to correct the issue. Reoccurrences may result in disciplinary action.