

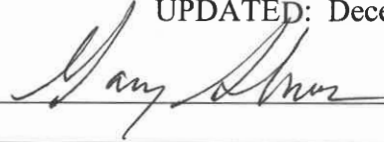
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POLICY: I: 13—Dress Code  
Procedure Review: Annually

DATED: February 1995  
UPDATED: December 2023

APPROVED: Executive Director of Facilities and Construction:



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I. PURPOSE

The purpose of this procedure is to outline appropriate dress attire for employees who are issued and assigned apparel. In addition, this procedure outlines how apparel is repaired and/or 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 purchase 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 clothing which identifies them 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)	Sweatshirt	**Jacket-3-in-1	**Jacket-Carhart	Raincoat	Pants	Coveralls	Boots
Administrative Positions	3	5	1	1	0	0	0	0	0
Building Automation	3	5	1	1	1	1	0	0	0
Building Safety Technologies	3	5	1	1	1	1	0	0	0
Burner Shop	3	5	1	1	1	1	5	1	0
Carpenter Shop	3	5	1	1	1	1	0	0	0
Carpet Cleaning	3	5	1	1	0	1	0	0	0
Electric Shop	3	5	1	1	1	1	0	1	0
Emergency Power	3	5	1	1	1	1	0	0	0
Engineering/Capital	3	5	1	1	1	1	0	0	0
Garage	3	5	1	1	1	1	0	0	1
Housekeeping Equipment Repair	3	5	1	1	0	1	0	1	0
Housekeeping	3	5	1	1	0	1	0	0	0
HVAC/Refrigeration	3	5	1	1	1	1	0	1	0
Landscaping	3	5	1	1	1	1	0	1	1
Life Safety	3	5	1	1	1	1	0	0	0
Lock Shop	3	5	1	1	1	1	0	0	0
Motor Pool	3	5	1	1	1	1	0	0	0
Moving & Delivery	3	5	1	1	1	1	0	0	0
Paint Shop	3	5	1	1	1	1	0	0	0
Pest Mgt.	3	5	1	1	1	1	0	1	1
Power Plant	3	5	1	1	1	1	5	2	1
Plumbing Shop	3	5	1	1	1	1	0	0	0
Recycling/Waste Mgt.	3	5	1	1	1	1	0	1	1
Sign Shop	3	5	1	1	1	1	0	0	0
Summer Temps	0	5	1	0	0	0	0	0	0
Utility Shop	3	5	1	1	1	1	0	0	0

**An employee may choose between a 3-in-1 jacket OR a Carhart if there is a “1” in both columns. To receive a Carhart jacket, an employee will need to return the 3-in-1 jacket to the Storeroom. Detailers for Motor Pool may choose between a 3-in-1 OR a Carhart jacket. All other Motor Pool employees will receive a 3-in-1 jacket.**

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 supervisor.
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. With the exception of to and from work, FM issued apparel is not to be worn at another job or off campus.
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 purchase request for replacement. The request 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 sizes 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 may be worn but must be 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 purchased, 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.