

College Procedure: 404.22 – Facilities Dress Code
Policy Reference: 404 – Employment Relationship
Responsible Department: Facilities & Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities & Public Safety
Effective Date: 1/1/2017

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: Facilities & Public Safety Department

Reason for Procedure

Providing uniforms, radios and personal protective equipment (PPE) helps protect Facilities personnel from certain job hazards unique to the department and provides identification to faculty, staff, students, and the community. This procedure establishes Facilities uniform wear and distribution guidelines. The procedure also outlines the initial purchase of uniforms for new employees and sets expectations for the replacement of worn, ill-fitting or damaged clothing and PPE items.

The Procedure

Uniform:

All uniformed Facilities employees in the following operating areas (except clerical, administrative and management staff) may order uniform items when the employee has passed 2 satisfactory weeks after initial hire:

- Facilities Maintenance
- Grounds Maintenance
- Custodial Maintenance

The Vice President of Facilities determines which positions are required to wear uniform clothing items. Management may modify the uniform or exempt employees from wearing uniform clothing. Exemptions or modifications are for specific situations (such as the need for the accommodation of religious principles or where an appropriate size/fit uniform cannot be obtained). In such cases, the employee will be specifically advised that he/she is exempted from the requirement but will be required to wear appropriate identification at all times.

General Guidelines:

- Eligible employees are initially issued five long or short-sleeved uniform shirts and five pairs of pants. Uniforms may **only** be modified to tailor for fit (such as hemming pants).
- The College shall replace up to a maximum of four items (shirts, pants or a combination thereof) annually, provided replacement is not necessitated by gross negligence or malicious intent. In individual cases where an employee's duties have resulted in significant wear, the employee shall present the worn items to management for replacement consideration in order to maintain his/her five sets of clothing.
- Designated snow removal employees and those required to work outside in winter weather will receive an insulated reflective safety coat. Outerwear will be replaced when it is in poor condition due to normal wear and tear, and upon return of the previously issued outerwear item.
- Certain Maintenance employees are required to wear clothing that is arc flash rated. Additional items, such as safety glasses, coveralls, etc., are considered personal protective equipment (PPE), not uniforms. These uniforms and PPE are issued according to job duties.
- Safety footwear will be issued to all employees who are issued uniforms. These items may vary by division. Recommended shoes that fit job duties will be selected for each division by the Vice President of Facilities. If an employee wishes to purchase footwear different than the department standard, he/she must choose footwear that has safety ratings as good as or better than the basic footwear identified and pay any additional cost. Safety footwear will be replaced annually unless approved by the employee's supervisor.
- Upon termination all uniform items shall be returned to Facilities.

Wearing the Uniform:

- All employees issued uniforms, including radios, are required to wear them when performing their duties.
- Any deviations from this procedure, including ordering additional uniforms, must be approved by the Vice President of Facilities. If a request is made on the basis of a medical issue, it shall be the employee's responsibility to request a medical waiver through their supervisor. Requests due to religious matters should be discussed with Human Resources to determine what, if any, documentation is appropriate.
- Employees issued uniforms are expected to wear them in a presentable and professional manner. Employees are expected to clean and maintain their uniforms at their own expense. No alterations or additions to this attire (such as patches or insignias) may be made without management approval.
- The uniform may not be worn off the job except while commuting to or from the workplace. It is a violation of this procedure to wear the uniform while in private employment elsewhere, or when self-employed.

- Management may specify occasions or locations when certain items are required, or when certain items may not be worn. (For example, the collared uniform shirt must be worn inside of the Hotel public areas).
- Failure to properly wear issued uniform item(s), unless a specific exemption has been approved, or wearing the uniform contrary to the provisions of this procedure is considered a disciplinary offense and may subject the employee to administrative and/or disciplinary action up to and including termination.
- Ball caps may be worn with the uniform. They will be purchased at the employees own expense, worn forward facing and public appropriate.

Ordering Replacement Uniforms during the Routine Cycle:

- A designee chosen by the Vice President of Facilities will notify supervisors and employees of the upcoming replacement uniform order. Employees are responsible for submitting their uniform order by the deadline and can request a measuring session from the designee.
- The designee will distribute uniforms. Employees must sign to verify receipt.
- Once uniforms have been issued, employees have two working days to try them on and, if unsatisfactory, must notify the designee so items may be returned for exchange.

Ordering Replacement Uniforms Out of Cycle:

- Damaged articles may be replaced at the discretion of the employee's supervisor. Appeals should be directed to the Vice President of Facilities. Replacements will be issued through the designee to allow tracking and verification of replacement.
- Employees that experience significant weight loss/gain that results in the need for replacement items must bring their request to their supervisor. Once approved, replacements can be ordered through the designee.
- In cases where an employee has altered (other than tailoring for fit), damaged, or has been careless or negligent in the loss or destruction of his/her uniforms, the cost of replacement uniforms may be charged to the employee, at the discretion of their Supervisor, and/or Vice President of Facilities. Cases of gross negligence or deliberate destruction of departmental property may result in additional administrative and/or disciplinary action.

Ordering Uniforms at the Employee's Expense:

- Employees who are not issued uniforms, and those who wish to order additional uniforms, may purchase them through Facilities at their own expense.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	1/1/2017	Melissa Jensen, Senior Director, Facilities & Security	
2			New Template 5/30/2018
3		Cabinet	Procedure template 9/10/2019