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Performance Standards & Best Practices

Subject: Personal Appearance and Clothing Allowance

Number: 005

As employees of Facilities Services, we all have the responsibility to project a positive professional image while dressing safely and appropriately for the work we do. This standard establishes acceptable principles of appearance as well as the guidelines for the Facilities Services clothing allowance and voluntary uniforms.

In general, employees are expected to be dressed in a professional manner appropriate to their work assignment and safety standards. Employees will keep in mind that individual actions reflect on the entire department as they represent the University to the public.

General guidelines for appropriate dress and appearance:

- Employees shall dress in appropriate attire for the type of work they perform. Uniforms (shirts) are available to members of Local Union 6070 on a voluntary basis.
- Shoes and/or other foot protection shall be worn for safety reasons.
- Clothing will be neat, clean, and in good repair. Clothing must not expose undergarments, cleavage and/or bare chest, and stomach/midriff.
- Clothing must not pose a threat to the safety of self or others, or result in customer complaints.

Appropriate dress and appearance does not include:

- "Spaghetti straps" or backless dresses, unless covered with a jacket.
- Leisure-wear: sweat pants, wind suits, bare feet or flip flop sandals (dress sandals are allowed for employees who work in the office).
- Clothing with logos of questionable taste.
- Athletic wear.
- Extremely short skirts, shorts, or low necklines.
- Dress or appearance that results in a productivity issue or the inability to perform a certain job task.

Facilities Services has its own distinctive logo. Displaying this logo, be it on uniforms or other work apparel, will give Facilities Services and its employees the recognition we deserve for

providing safe, efficient, and expert support to the University, and should not be displayed on improper attire.

In an effort to further identify each Facilities Services' employee with our logo when working in or around campus, each employee will be provided an annual clothing allowance to purchase logo-branded apparel of their choosing using the standards established below:

1. Unless otherwise allowed by the AVCFS, a maximum of \$60 per employee per fiscal year will be allocated; not including shipping and handling or embroidery.
2. All apparel must be purchased and selected through the appropriate department coordinator, using a pre-approved catalog or website.
3. The standards for design and placement of the logo on apparel have been determined and there will be no variation of any kind.
4. If an employee wishes to purchase their own apparel and have it embroidered with the Facilities Services logo at a local embroidery shop, Facilities Services will pay the cost of embroidery only. The item must first be approved by the employee's Director/Superintendent, and routed through the department coordinator. When employment with FS ends, the logo must be removed or the apparel turned into FS.
5. Prior to any purchases being made, the supervisor, and the Safety Officer when necessary, will assess the appropriateness of the garment(s) requested based on the employee's job duties and safety requirements.
6. **Electric Shop Employees:** All apparel bearing the Facilities Services logo will either be 100% cotton or a majority of the material 100% cotton. For safety reasons, no piece of apparel may contain synthetic or a like material, unless otherwise approved by the employee's Superintendent.
7. Utilities Division employees will be given the choice of employer-provided coveralls or a \$60 apparel allowance. They will not be entitled to both.
8. Any and all apparel purchased on behalf of an employee remains the property of the University. Therefore, when your employment with Facilities Services ends, you must return the apparel, regardless of its condition.

For more information regarding personal protective equipment (PPE), and other University-provided gear, please review Performance Standard #010 regarding Safety Equipment.