



## Delaware State University

**University Area(s) Responsible:** Finance and Administration: Facilities Management Department

**Policy Number & Name:** 10-05 Uniform & Dress Code for Facilities Management

**Approval Date:** 01/19/2016

**Next Review Date:** 01/19/2018

### I. Purpose

The purpose of this policy is to provide clear guidance for the issuance and wear of uniforms so that employees of the Facilities Management Department present a professional image to faculty, staff, and students and other University partners at all times.

### II. Scope & Applicability

This policy applies to all Facilities Management Department staff.

### III. Policy

The Facilities Management Department purchases uniforms to provide identification of Facilities Management employees for our customers, to reduce clothing expenses for employees and to foster teamwork and pride within the Facilities Management Department.

### IV. Uniform Wear

- A. All employees will wear the prescribed uniform per this policy while performing their duties. All employees are expected to maintain a clean, neat and well-groomed appearance at all times.
- B. It is the responsibility of each supervisor to ensure that his or her employees are complying with the uniform and dress code policy. If an employee does not comply with the policy, he or she will be advised of the proper dress and will be sent home to change into the prescribed uniform. If an employee is sent off duty for this purpose, it will be coded on the official timesheet as leave without pay. Chronic dress code violations may result in progressive disciplinary action pursuant to respective collectively bargained agreements.

## V. Uniform Management

- A. Uniforms are the property of the University and will be turned in to the Facilities Management administrative office upon separation of employment. Any individual failing to return uniform items will be charged for the cost of the item. This cost will be deducted from the separated employee's final paycheck.
- B. Each manager/supervisor will manage the uniform program for his or her area of responsibility. A new employee shall be issued 5 uniforms sets within their first 30 days of employment. A uniform set consists of one shirt and one pair of pants. An additional 5 sets will be issued at the end of the employee's probationary period. An employee may also be issued a coverall and/or jacket dependent upon job function and time of year.
- C. Safety shoes and Personal Protective Equipment (PPE) are to be are to be worn as required by job function.
- D. As uniforms become worn, employees will bring the old uniforms to their supervisors for exchange. The supervisor makes the final determination as to whether the uniforms are serviceable or need replacement. Returned uniforms will be recycled by the uniform vendor.
- E. Uniforms must be clean, neat and wrinkle free at all times.
- F. All maintenance and construction personnel will wear khaki pants.
- G. Only front facing brimmed baseball type caps are acceptable headwear. No scarves, "doo-rags" or wave caps are allowed.
- H. Issued t-shirts and shorts are approved for wear for all facilities personnel from the day after spring graduation through the day before the first day of fall semester.
- I. All maintenance employees subject to arc flash hazards will wear flame retardant coveralls rated appropriately for the task. All electric & HVAC staff will wear flame retardant pants and shirts. Flame retardant clothing shall be maintained in serviceable condition and worn in the manner prescribed to obtain the appropriate ratings needed for the task being undertaken.
- J. It is intended that employees have enough serviceable sets of uniforms in their possession to maintain a neat and professional appearance at all times.
- K. All Facilities Management employees not issued a uniform are subject to the mandates of the Delaware State University Dress Code.