

500.3 Dress Requirements and Personal Appearance

500.3.a Dress Requirements

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Facilities Management presents to customers and visitors.

Minimum dress requirements have been established from experience, regard for employee safety, and the necessity for good personal appearance and departmental image. Employees not complying with dress codes will not be permitted to work until dress is acceptable. Resulting absence will be charged to leave-without-pay or annual leave. Minimum dress requirements to be met during working hours are outlined below. Individual departmental sections may have additional requirements and guidelines. Employees should check with their immediate supervisor.

Employees assigned to predominately office type work should dress in a businesslike fashion. Employees regularly exposed to dirt, grease, etc., should dress accordingly, and/or wear coveralls so that regular clothing does not become damaged due to the work assignment.

General dress guidelines for all Facilities Management employees, regardless of job assignment, are:

1. Shoes - Shoes must provide safe, secure footing and offer protection against hazards. Employees must wear shoes appropriate for the work they are performing.
2. Tops - Employees must wear a top covering the upper body. Tube or halter-tops may not be worn under any circumstances.
3. Pants - Employees must wear long pants. There may be exceptions to this requirement as approved by management only.
4. Shorts - Shorts are only allowed with management's approval. Once approved the following guidelines apply:
 - The shorts must be neat and professional in appearance.
 - Shorts must have pockets, belt loops, and be hemmed.
 - The bottom of the shorts must reach to within three inches of the knee when standing.
 - No cut-offs, spandex, or gym shorts are allowed.
 - A pair of long pants must be available to wear when performing duties that may be unsafe for bare skin.
5. Logos - Clothing (hats, shirts, pants, etc.) having logos or other writing that can be interpreted as derogatory, sexist, racist or just not in good taste is not acceptable. Clothing with personal messages is not acceptable. Logos on shirts or hats advertising the company name of a vendor closely affiliated with Facilities Management may be acceptable but must have management approval.
6. Dresses - Dresses, skirts, and skirt/shorts may be worn instead of pants where appropriate for the work being performed.

7. Hair - Employees with long hair need to wear whatever is necessary to keep it out of their eyes and equipment.
8. Inclement Weather Gear - Employees must have appropriate hats, gloves, coats, boots, rain gear, etc. available for outside work during cold and inclement weather.
9. Designated Work Wear - Certain positions require that the employee wear Facilities Management supplied work wear. For a copy of the complete Facilities Management Supplied Work Wear Policy, contact Personnel Section, Facilities Management.
10. I.D. Badges - Facilities Management employees are issued a photo identification card as a means to identify our personnel to clients. Employees who are routinely required to enter University buildings during all hours to perform job responsibilities are required to have in their possession photo identification while performing work in campus buildings. If an employee's identification badge becomes lost, advise the Personnel Section, Facilities Management.

500.3.b Personal Appearance

During business hours or when representing Facilities Management, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards.

Supervisors and/or the Director are responsible for establishing a reasonable dress code appropriate to the job employees perform. If the supervisor feels an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
2. Mustaches and beards must be clean, well trimmed, and neat.
3. Hairstyles are expected to be in good taste.
4. Unnaturally, colored hair and extreme hairstyles, such as spiked hair do not present an appropriate professional appearance.
5. Perfume, cologne, and after-shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
6. Exposure of under garments is not considered in good taste.

500.3.c. Guidelines for Supplied Work Wear

Facilities Management supplies work-wear such as work shirts, coveralls, rain gear, waders and painter wear.

1. All Facilities issued work shirts are State property and are subject to all guidelines regulating the use of State property; primarily restrictions on personal use. The primary purposes of this initiative are:
 - a. Improve the appearance of departmental employees as service providers to the campus.
 - b. Identify departmental employees, differentiating our personnel from contractor or unauthorized personnel.
 - c. Encourage field contacts with Facilities Management employees to obtain input from our customers.
 - d. Make our customers more aware of the extent of our service and how often we are in their spaces and what we are doing for them.
2. Designated sections will be required to wear work shirts (see list). Other sections are encouraged to wear work shirts when the duties they are performing justify it.
3. Provisions of shirts:
 - a. Positions required to wear work shirts will receive five (5) shirts the first year of their employment and three (3) annually thereafter. Individuals whose jobs wear the shirts out at a rate exceeding the standard may be issued (on an exchange basis) with the approval of the immediate supervisor and one supervision level higher. Additional shirts, if needed, may be purchased through Stores/Procurement at the currently existing bid price offered to Facilities Management.
 - b. Positions not required to wear work shirts are encouraged to wear work shirts when justified by the particular job duties that they are performing. With supervisor approval, these individuals will be issued work shirts up to the amount authorized by 3.a. above, based on the number of anticipated days the shirts are to be worn.
 - c. Shirts may be green or white in color at the discretion of the individual.
 - d. Transportation Services will continue the same arrangement for work wear that exists prior to this policy.
4. Positions required to wear work shirts must wear them at all times when at work, unless excused by their supervisor for specific activities when it might be inappropriate to wear work shirts. In order to be consistent with the policy, individuals required to wear work shirts, but reporting to work without appropriate attire, will be informed to leave and return with proper attire. Lost time will be charged to annual leave or leave without pay.
5. Work shirts are not a replacement for normal clothing. Facilities Management provides work shirts primarily for use at work for work purposes. Exceptions to this are as follows:
 - a. Work shirts may be worn for reasonable stops at gas stations, convenience stores, or other similar short stops on the way to or from work.
 - b. Work shirts may be worn during the period from 11:00 A.M. to 1:30 P.M. for day shift personnel and during normal meal break times for other personnel. It is expected that off campus lunches will be with the approval of the individual's supervisor and within the normal time allocated for the meal break.
 - c. Work shirts may be worn at other off campus events with the approval of the individual's immediate supervisor. Approval will be based upon legitimate departmental interests, such as a good public relations event or where recognition as a Facilities Management employee would have a positive impact.

6. Work shirts are issued items and will be accounted for. They must be returned at the end of employment, just as the picture ID, keys, computer accounts, etc. Any worn out shirts must be returned for disposal. Work shirts will be one from of identification and unauthorized personnel in our work shirts could potentially gain access to restricted areas.
7. Employees required to wear work shirts (see below) may elect to wear departmentally provided t-shirts from May 1 through September 30. Employees must return to collared shirts October 1 through April 30 without exception. Employees may receive three (3) t-shirts annually.

As with all guidelines there are possible exceptions or unique situations. If you have questions, please contact your supervisor for direction.

The following personnel are required to wear work shirts:

Building Services:

Custodial
Integrated Solid Waste
Except: Service Group Manager

Maintenance Engineering and Utility Services

Utility Locator
Utility Locator Backup
District Energy Personnel
Except: Service Group Manager

Outdoor Services

Grounds Personnel
Heavy Equipment
Labor Personnel
Except: Service Group Manager

Stores/Procurement

Delivery Personnel
Except: Service Group Manager

Trades Maintenance

Carpentry
Electric
Foothills
Environment
HVAC
Lock
Paint
Plumbing
Trades Planner
Zone Maintenance
Except: Service Group Manager

Transportation Services

Mechanics

NOTE: Office personnel in the above groups are not required to wear work shirts.

500.3.d. Uniform and Clothing Taxation

Non-Taxable Criteria

According to federal tax laws, any clothing or uniform item provided by or reimbursed by CSU is considered non-taxable if one of the following three conditions is met:

1. Employee is required to wear specified clothing as a condition of employment and clothing is not suitable for everyday wear nor takes the place of everyday clothing, i.e. police uniform. Clothing bearing distinctive university or departmental logos do not qualify for exemption from taxation.
2. Clothing valued at less than \$50 (in total annually) and issued occasionally making it unreasonable and administratively impractical to account for such items, i.e. clothing issued for one-time university/departmental special events
3. If OSHA guidelines require the employer to purchase these items, protective clothing, i.e. personal protective equipment/clothing (PPE) must be a condition of employment and not suitable for everyday wear. Examples include:
 - a. Slip-resistant, steel-toed boots
 - b. Rubber boots
 - c. Hard hat
 - d. Hearing or non-prescription eye protection
 - e. Jackets for specialty use if not issued to a specific person
 - f. Shoe covers
 - g. Goggles, safety glasses and face shields
 - h. Hand protection
 - i. High visibility/reflective clothing (e.g. yellow vest)
 - j. Work gloves
 - k. Tool Belt
 - l. Safety Harness

Taxable Criteria

An item is taxable if it does not conform to any of the three criteria listed above. Examples of taxable items include the following university provided work wear and PPE with or without department logos:

- a. T-shirts, polo shirts, long sleeve shirts
- b. Light jackets, sweatshirts
- c. Slacks, jeans, shorts
- d. Ordinary clothes used for protection
- e. Winter coats, warm jackets, raincoats
- f. Prescription safety glasses
- g. Non-slip resistant steel toed shoes and boots as well as regular shoes and boots.

Recordkeeping

Facilities Management must maintain adequate records to track clothing/PPE received by employees and the value of those items on a monthly basis and imputed on employee's W-2. No refunds are permitted.

Cash allowances for clothing & their upkeep will be considered taxable wages unless it is for non-taxable items that qualify under conditions 1, 2 or 3 above.