

900.4 Supplied Work Wear

Guidelines for Facilities Management Supplied Work Wear

Facilities Management supplies work wear such as work shirts, coveralls, jackets, rain gear, waders and painter wear as required by the individual's work position. This guideline states the expectations, procedures, and appropriate use of Facilities issued work wear.

1. All Facilities issued work shirts and jackets are State property and are subject to all guidelines regulating the use of State property; primarily restrictions on personal use. The primary purposes are:
 - a. Improve the appearance of the Facilities Management employees as service providers to the campus.
 - b. Identify Facilities Management personnel by differentiating them from contractor or unauthorized personnel.
 - c. Encourage field contacts with Facilities Management employees to obtain input from customers.
 - d. Make customers more aware of the extent of Facilities Management services, frequency, and services provided.
2. Designated sections will be required to wear work shirts and jackets. Other sections are encouraged to wear work shirts when the duties they are performing justify it.

The following personnel are required to wear work shirts:

- a. Building Service Group except service group manager
- b. Utility Services Group except service group manager.
- c. District Energy except service group manager
- d. Outside Services Group: Grounds, Labor and Heavy Equipment except service group manager
- e. Stores and Procurement except service group manager.
- f. Trades Personnel except service group manager

Office personnel of the above groups are not required to wear work shirts.

3. Provision of shirts and jackets
 - a. Positions required to wear work shirts will receive five (5) shirts the first year and three (3) shirts annually thereafter. Individuals whose jobs wear the shirts out at a rate exceeding the standard may be issued additional shirts (on an exchange basis) with the approval of the immediate supervisor and one supervision level higher. Additional shirts, if needed, may be purchased by the individual employee through the Stores/Warehouse 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 upon the number of days the shirts are anticipated to be worn.
 - c. Shirts may be green or white at the discretion of the individual.

- d. Operations maintenance supervisors decide on the issue of jackets, coveralls, raingear, waders, painter wear. Individuals are issued these items according to their need. Some shops work in inclement weather and rain gear and waders (rubber boots) are supplied for the shop's use. Orders are placed through the Stores/Warehouse for coveralls that are supplied through the current contract (blue coveralls). An outside vendor launders these. If the employee prefers a different type, they will purchase them as they do their own tools. Painters are furnished painter pants.
4. Positions required to wear work shirts and jackets must wear them in a visible manner and in good condition at all times when at work, unless excused by their supervisor for specific activities where it might be inappropriate to wear work shirts. In order to be consistent with this 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 and jackets are not a replacement for personal clothing. Facilities Management provides work shirts for use at work and work purposes only. Exceptions to this are as follows:
 - a. Work shirts and jackets 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 and jackets 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 supervisor and within the normal time allocated for the meal break.
 - c. Work shirts and jackets may be worn at other off campus events with the approval of the individuals' immediate supervisor. Approval will be based upon legitimate departmental interests, such as good public relations or where recognition as a Facilities Management employee would have positive impact.
6. Work shirts and jackets are departmentally issued items. Branding of work wear has received university approval and meets university guidelines. Therefore, employees may not modify or alter in anyway the appearance of any work wear item. This includes but is not limited to: applying additional patches, embroidery, stitching, pins, or anything else that affixes to the work wear item; removing any embroidery, stitching, etc.; removing sleeves; etc. Work wear must be returned at the end of employment, just as with items listed under Resignation/Termination, Section 100. Any worn out shirts must be returned for disposal. Work shirts and jackets are one form of identification and unauthorized personnel in Facilities Management work shirts or jackets could potentially gain access to restricted areas.
7. Work shirts and jackets are departmentally issued items. They must be returned at the end of employment, just as with items listed under Resignation/Termination, Section 100. Any worn out shirts must be returned for disposal. Work shirts and jackets are one form of identification and unauthorized personnel in Facilities Management work shirts or jackets could potentially gain access to restricted areas.

8. Positions required to wear a work jacket will receive a jacket if approved by their supervisor. the first year and will be able to exchange the jacket out after three years with the approval of the immediate supervisor and one supervisor higher, as budget allows.
9. As with all guidelines, there are possible exceptions or unique situations. Questions should be directed to the employee's immediate supervisor for direction.