

# Uniform Standards

University Facilities

Internal Standard: 02.B.01.01

Effective Date: November 2011

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Approved by: Bob Wells, updated Todd Barnette

This document establishes an official Standard for Uniforms.

## Objective

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To ensure Clemson University Facilities staff represent the department favorably and are easily identifiable on campus, Facilities has established this uniform standard.

## Procedure

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1. All Custodial, Landscaping, Maintenance, and Utilities employees engaged in work involving campus customers are required to wear Facilities branded uniforms at all times.
2. New hires will be issued uniform shirts along with an optional orange shirt for Fridays. In the event of termination of employment, individuals are required to return all uniform shirts issued.
3. A stipend of \$15 per month (pre-tax) for a total of \$180 per year will be issued to each uniformed employee for the purchase/replacement of twill pants or jeans in navy blue or khaki color. Holes, patches, or blemishes are not allowed. Shorts are not to be worn for safety reasons.
4. Upon issue, uniforms become the responsibility of the employee for maintenance and care. When uniform shirts become unsightly, due to normal wear and tear, supervisors must approve all replacement requests and enter a work order for the replacement(s).
5. Employees are required to return the old uniform in exchange for the new uniform. Uniforms (new and replacements) are distributed via Facilities Assets, Inventory Management (Stores) by providing the work order number.



6. Facilities may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, color change). Affected employees will be given advance notice of the exchange.
7. Supervisors are included in this policy and will wear a Uniform Shirt. They may wear either the button up version or the golf shirt version of their department's color.
8. Uniform primary color for each department will be designated as follows:

Custodial	Purple shirt and navy or khaki colored twill pants or jeans
Landscape	Gray shirt and navy or khaki colored twill pants or jeans
Maintenance	Gray shirt and navy or khaki colored twill pants or jeans
Utilities	Gray shirt and navy or khaki colored twill pants or jeans
9. A long-sleeved t-shirt may be worn under the uniform if desired. The t-shirt must be white, gray, navy, purple or orange to blend with the uniform shirt.

## Appearance

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1. Employees must maintain a clean professional appearance at all times. No more than the top two buttons on the shirts may be unbuttoned. Shirts are to be tucked in at all times supporting safety procedures.
2. Uniforms may not be altered in appearance from the standard issue.
3. A Facilities approved t-shirt may be substituted for the uniform collared shirts for unique limited situations with a Director's approval.
4. Wearing a uniform hat is optional; however, if the employee wears a hat during scheduled work hours, it must be a branded one provided by the department. Hats are to be worn brim facing forward.
5. Wearing a belt is optional; however, if the employee wears a belt it must be brown or black with a standard non-decorative buckle.

## Personal Protective Apparel

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The University Facilities Personal Protective Equipment (PPE) policy supersedes the Uniform policy when there is a conflict. (i.e., Electricians will wear Fire Rated clothing in the designated color for their department).

## Other Uniform Items

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The Director may include other appropriate uniform items for the staff in the respective department including, but not limited to jackets, rain gear, coveralls, etc. The Director will make such decisions at the department level and not on a case-by-case basis.

## Exceptions

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Any exception to the uniform policy allowed by a Director must be for a specific situation. Any permanent exception must be approved in writing by the AVP/Chief Facilities Officer.

## Discipline

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Employees reporting to work out of uniform will be dismissed to return home to change, returning to work in timely manner. The time away from work will be charged to the employee's annual leave. Failure to return to work within reasonable time (two-hour maximum) may result in the leave time being recorded as leave without pay and subject to any applicable disciplinary actions.

All Facilities employees are subject to disciplinary action when in violation of the above policy or for abusing the issued uniforms.

## Temporary Employees

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Temporary employees may be issued a Facilities approved shirt approved by the Director. All of the appearance standards apply to these employees.



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Any questions or exceptions regarding this policy or its implementation will be addressed by the department's Director as necessary.