



Campus Services Uniform Policy and Procedure Facilities Management Departments

Responsible Official: AVP, Facilities Management

Administering Division/Department: Facilities Management

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I. Purpose

- Facilities Management departments need their employees to be identifiable and visible to the campus community. To help make the employees identifiable and visible standard uniform dress is required. This policy identifies the departments in groups by functional unit, provides procedures for promoting a professional image and establishes guidelines for the standard uniform dress for each unit.

II. Terms

- **Uniform** – a uniform will be clothing, such as pants, shirts, hats, coats, shoes or other work related clothing or a combination of these items.

III. Procedures

- Campus Services will provide uniforms to Operations & Maintenance, Exterior Services, Energy & Utilities and Building and Residential Services frontline staff and supervisors.
- The approval to purchase uniform or safety clothing for administrative staff, managers, assistant directors and directors is at the discretion of the AVP FM.
- Uniforms will be provided for daily wear while on the job and traveling to and from work at no cost to the employee.
- Uniforms must not be worn on or off campus during non-working hours, with the exception of the commute time when reporting to and from work.
- Uniforms are provided, inventoried and remain the property of Emory University and must be returned to the employee's direct supervisor or his/her designee upon separation from the University.
- Uniforms will be replaced when they are worn out or if destroyed while on the job. Worn uniforms must be returned at the time new uniforms are received by the employee. It is the supervisor's responsibility to ensure employees return worn uniforms.
- Uniforms must be maintained in a neat and orderly appearance and should not be restrictive or excessively loose. Replacement of carelessly soiled uniforms is the responsibility of the employee.
- Laundering and repair of uniforms is the responsibility of the employee.
- Blue jeans are not allowed.
- Shirts are to be worn tucked in and buttoned. No more than the two top buttons should remain unbuttoned at any time.
- Black or brown belts (leather or web style) are to be worn with pants that have belt loops.
- Garments worn under the uniform cannot extend outside the uniform.

- Employees are allowed to work in uniform T-shirts under certain working conditions, when deemed appropriate by their supervisor. T-Shirts must match the uniform color if the outer button up or polo shirt is removed.
- Only approved uniform hats/caps may be worn while working. Hats must be worn with the front facing forward.
- Uniform items must comply with Occupational Health and Safety Administration (OSHA) regulations. Each supervisor, assistant director and director is responsible for ensuring uniform regulations are adhered to for their area.
- Steel toe or composite toe, electrical hazard rated shoes or boots must be worn in specified areas. Each supervisor, assistant director and director is responsible for ensuring safety shoes are worn in areas where required.
- Color and style must be consistent within each unit.
- For departments approved to wear shorts, the length must be to the knee and white crew socks, pulled up, must be worn if employee is attired in shorts.
- Reflective gear, coveralls, jackets, hats/caps will be consistent across FM.
- Logos and other identifying information on uniforms will be consistent across FM.
- Supervisors will ensure employees are properly dressed while on the job. Corrective disciplinary action will be taken when employees report to work out of uniform or are in violation of this policy.

IV. Uniform Items

- New employees are entitled to the following items for their first order. Any subsequent order will be determined on a needs basis. Every order must be approved by the supervisor of the department.
- Frontline staff and supervisors will be supplied with:

<u>Garment Style Group</u>	<u>Entitlement</u>
Winter Shirts	5
Summer Shirts	5
Tee Shirts (optional)	5
Shorts (optional w/ supervisor approval)	5
Pants	5
Smocks (in place of shirts for BRS ladies, only)	5
Jacket w/ fleece liner	1
Steel toe or composite shoes/boots (if required)	1
Hats/Caps (if requested by the employee)	1

- Other optional garments required for specific jobs and personal protective equipment will be supplied at the discretion of the Director of the Unit.
- Gently worn jackets, rain gear, safety vests and other optional garments or PPE turned in by departing employees will be re-distributed to employees requesting new or replacement uniform items, whenever available.

V. Embroidery and Logos

- Direct embroidery on all items that are purchased. No patches to be applied to purchased articles of clothing.
- Rental uniform will have patches sewn on the button shirts/smocks.
- Shirts - Identifying logo will be placed on the front, upper left side of button and polo shirts and smocks.
- Logos and names permitted on tee shirts for Exterior Services, only.
- Employees' first names will be placed on upper right side across from logo.
- Supervisors will have their first name on the upper right side across from the logo and the title Supervisor or Manager underneath the name.
- Employees may elect to have "Serving Since (year of employment) on the left sleeve of shirt
- Jackets will have logo on upper left side, white embroidery – No employee name on any jacket
- Hats/Caps will have Emory logo only, white embroidery

VI. Building and Residential Services Uniform Selection and Guidelines

- Uniforms will be cotton blend
- Approved Color Selection and embroidery designation is as follows:
 - Front line staff – Light Blue Shirt/Top w/ navy embroidery, Dark Blue Pants
 - Supervisors – Burgundy or Royal Blue Shirt w/ white embroidery, Dark Blue Pants

VII. Exterior Services Uniform Selection and Guidelines

- Uniforms will be cotton blend
- Approved Color Selection as follows:
 - Front line staff – Gray Shirt w/ navy embroidery, Dark Blue Pants
 - Supervisors - Gray Shirt w/ navy embroidery, Dark Blue Pants
 - Shredding Department – Black Shirt w/ white embroidery, Black Pants

VIII. Operations and Maintenance Uniform Selection and Guidelines

- Uniforms will be 100% cotton
- Approved Color Selection as follows:
 - Front line staff – Navy Shirt w/ white embroidery, Dark Blue Pants
 - Paint Shop front line staff – White Shirt w/ navy embroidery, white pants
 - Supervisors - Khaki Shirt w/ navy embroidery or Navy Shirt w/ white embroidery, Navy or Khaki Pants

IX. Energy and Utilities Uniform Selection and Guidelines

- Uniforms will be 100% cotton
- Approved Color Selection as follows:
 - Front line staff – Dark Gray Shirt w/ navy embroidery, Navy Pants
 - Supervisors - Olive Green or Medium Blue Shirt w/ white embroidery, Navy or Khaki Pants

X. Uniform Ordering Process

- It is the responsibility of CS Procurement group to process, requisition and receive all uniform orders. All vendor communication must go through the CS Procurement group. (The only exception is the leased uniform arrangement used by BRS for their front line employees.)
- Inventories of items ordered for each employee is available using the “*Uniform Cost Report*” through Quick Links in Aim. It is the responsibility of each FM supervisor to monitor uniform ordering for their employees.
- All uniform rental orders with Uni-First will be coordinated by the Assistant Directors in Building and Residential Services. Uniform rentals are only available for BRS employees.
- No additions or deletions will occur to the approved list of uniform items, unless approved in advance by the Director or Sr. Director of the unit and the AVP of Facilities Management.