

FACILITIES PERSONNEL UNIFORMS, DRESS AND APPEARANCE

1. PURPOSE

A. The purpose of these guidelines is to establish the standard best practices of all Office of Facilities Management (OFM), Dress and Appearance Requirements. It is intended to assist OFM to accomplish its mission and reach its goals effectively and efficiently.

B. Standardized practices are intended to best meet the mission and other requirements of UT Arlington by providing for appropriate recognizable professional appearance of all employees in all areas of our work.

C. The following prioritized list of rationale for the wearing of uniforms is as follows.

1. Create a Professional Image
2. Provide for Customer Recognition
3. Account for Task Specific/Safety/Personal Protection Issues
4. Enhance Security Related Concerns
5. Define and Standardize the Dress Code
6. Provide a tangible Employee Benefit

D. The wearing of uniforms by OFM employees has many mutual advantages to both the employee and the University. An employee's individual skills, talents and "business like" appearance enable them to represent their specific department and section within OFM in a safe, professional manner. Uniforms are intended to give all employees a neat, presentable, professional appearance that enhances their status in the eyes of the University community. Keeping the uniform clean and neat shows a sense of pride in belonging to an accomplished organization and a professional attitude towards our work. Uniforms make it possible for building occupants and law enforcement personnel to recognize people that have authorized access to University property. Uniforms are also an employee benefit that helps save on wear and tear of personal clothing and reduce individual out-of-pocket expenses.

2. REQUIRED GUIDELINES

A. Uniforms are provided to all employees based on the specific job requirements established by each Director, while maintaining consistency throughout OFM. This is accomplished largely through the use of a single vendor contract and each garment purchase requires the appropriate Director's prior approval.

B. Uniform requirements vary by job duties and location. Taking into account all aspects of each position, each Director establishes whether uniforms are mandatory for daily wear are optional, as well as the quantity and type of garments that will be provided within the parameters of these guidelines.

1. All Maintenance and Operations positions up to and including the Supervisor level and all Housekeeping positions up to and including the Supervisor level are designated as mandatory daily wear positions. Employees in these positions are required to be in appropriate shirt, pants, and shoes appropriate to weather conditions, each work day. Due to the interaction with campus representatives and job responsibilities, Supervisors may wear dress slacks or other appropriate pant with prior approval from their Director. Appropriate footwear is required of all maintenance trade positions, and others as designated and approved by their Director on a case by case basis due to job requirements.

2. All other OFM positions are designated as optional wear, meaning that personal garments of like form may be worn as desired. These employees, however, are required to be in uniform, at any time when duties include an official representation of OFM.

C. Compliance with these guidelines is required of all OFM employees. Any deviations from these guidelines will require employees to discuss and obtain prior written approval from their respective Supervisors and Directors. Approval, if granted, is for a period of no more than one year, and may be revoked due to changes in employee job position or circumstances. Generally, exceptions due to medical rationale will be allowed, but exceptions due to personal preferences will not. Exceptions will be handled at the Director level or above, on a case-by-case basis with a strong desire to preserve consistency throughout OFM. Exceptions for medical reasons will be handled by the University's ADA Coordinator. Failure to comply with any part of these guidelines may be subject to disciplinary action, up to and including termination of employment.

D. The "Facilities Uniform" is defined as consisting of the following items. All upper-body garments must include the approved "UT Arlington" logo for mandatory daily wear positions. For those positions authorized optional wear, personal garments must be of like form, presenting the desired professional appearance, be well fitted and not adorned with objectionable decorations such as "sequined jeans", nor may they portray any alcoholic, drug, weapon, profanity, political, personal ideology, commercial logo or religious affiliation or icons, not in keeping with University Standards. Modesty is expected in all attire.

1. Headgear: Headgear is optional, but if worn, must be the OFM provided headgear for positions designated as mandatory wear.

2. Shirts: Many options exist, suitable to individual job requirements.

3. Pants: Several options within either "jeans" or "Dockert type" work pants are available, suitable to individual job requirements. Pants shall not be excessively baggy nor be adorned with decorations.

4. Shoes: Leather work boots with protective toe cap are required for many non-administrative positions, consisting of the following specifications:

1. Full leather uppers
2. Lace-up or pull-on style
3. At least ankle high, typically 6" or more
4. Compliant with ASTM F 2413-05 Standard Specific for performance requirements for foot protection.

3. IMPLEMENTATION

A. Every employee within OFM is responsible for the implementation of these guidelines. Every level of supervision within the organization is accountable for enforcement of these guidelines.

B. Supervisors at all levels shall ensure that these guidelines are briefed to all employees under their supervision upon initial issuance and following any approved updates. These guidelines shall be discussed with each new employee by their immediate Supervisor.

C. Fitting/Sizing for all employees shall be strongly encouraged by all Directors. An order form has been developed which includes an acknowledgement, to be signed by the employee, indicating personal responsibility for wrong sizes if they elect not to be fitted and the individual cost implications for those positions identified for mandatory uniform wear that may be incurred. This acknowledgement shall also include recognition that slight color variations may occur due to differing dye lots.

D. Directors shall have some discretion in determining what is appropriate for positions under their supervision. Purchases of garments by individual pro-card holders is not authorized and is not be allowed.

4. FUNDED MAXIMUMS:

A. For mandatory wear positions:

1. Headgear: 1 cap of choice per year. Safari caps are being reviewed for Grounds Maintenance employees due to long exposure to the sun unless there is medical justification for an exception or other rationale acceptable to the appropriate Director.

2. Shirts:
6 - shirts at the time of hire
3 - additional shirts each new fiscal year after successfully completing 9 months of employment

3. Pants:
6 - pants at the time of hire
3 - additional pants each new fiscal year after successfully completing 9 months of employment

B. For optional wear positions:

1. Headgear: 1 cap of choice per year.

2. Shirts:
2 - shirts at the time of hire
2 - additional shirts each new fiscal year after successfully completing 9 months of employment

C. Additional replacement garments may be provided at Director's discretion on an as needed basis due to work related damage or excessive wear and tear, provided the employee produces and surrenders the damaged items with an explanation and justification acceptable to the appropriate Director. Uniform items that are damaged, lost or stolen due to employee negligence must be replaced at the employee's expense.

D. Part-Time Employees, Temporary Employees, Work-Study Students and Interns may be authorized by their Director up to the funded maximums for optional wear positions.

5. TARGETED TIMELINE:

A. Uniform garments will be provided to employees at the following intervals during their UT Arlington career:

1. Initial issue upon hire
2. At the start of each fiscal year (September/October) after successful completion of 9 months employment by September 1st of that year.
3. Justified replacement garments shall only be provided in April of each year. Employee requests must be submitted for Director's approval by March 15th of each year. This limitation is necessary to avoid a constant "revolving door" of apparel order processing.

6. PROCEDURES

A. General

1. The employee's immediate supervisor is responsible for ensuring that the employee properly wears the uniform. Failure to properly wear the prescribed uniform in accordance with these guidelines may result in progressive disciplinary action, up to and including termination.

2. Once an employee is fitted employees may select the desired uniform items from within the range of those authorized for each department/position. Directors may approve special requests for uniforms based upon safety or environmental issues in the workplace. Employee requests for uniforms beyond the standard offering will generally only be granted due to documented medical necessity.

3. Complete uniforms must be worn during work hours for those positions designated as mandatory wear. Shirts shall be worn buttoned. No more than the top two buttons may be unfastened. All Dress and Work Shirts with tails, plus excessively long polo shirts (as determined by the supervisor), shall be worn tucked into trousers at the waist. Trousers will be worn with a belt or suspenders. Smocks do not have to be tucked in. For after-hours call-outs, uniforms are preferred but optional.

4. When terminating employment, OFM employees are required to return all issued uniform items. All property furnished to an employee, including keys or other equipment, must be returned upon completion of employment. Failure to return or properly account for University issued property may be considered theft and will be referred to the appropriate authority.

5. The uniform may be worn to and from work at the University but, it is not to be worn when off-duty. Employees in mandatory wear positions must wear uniforms when they are on the job, even though they are off the premises of the University, or outside their work areas, such as attending special work-related training seminars or meetings on or off campus. Exceptions may be approved by Directors for out-of-town training and meetings.

6. Short pants, sleeveless muscle shirts or tank tops shall not be worn when on duty.

7. THE ORDERING PROCESS

A. New Employees

1. Each supervisor shall provide a copy of these guidelines and the Acknowledgement Form and review it with each new employee.

2. Sample garments will be available in most sizes and styles to be used for fitting employees. This is intended to expedite the procurement of these items correctly sized for all staff.

3. Upon completion of the Acknowledgement of these guidelines, the supervisor shall accompany the new employee to the OFM Administrative Assistant II for personnel introductions and fitting by use of this “try-on” set. The OFM Administrative Assistant II shall provide the order form, assist the new employee as needed, and refer the employee to their Director for approval.

B. Supplementary Issue and Replacement Issue

1. These events shall follow the same process as for New Employees.

C. Fiscal Year Annual Issue

1. A workable schedule will be established for providing fitting with the vendor in July of each year. The OFM Administrative Assistant II shall follow through on the entire process as previously described under the “Implementation” heading of these guidelines.

8. DRESS AND APPEARANCE

A. All Facilities employees are expected to be clean and neat when reporting for work each day. Clothing should not have rips, tears, tattered edges, or patches. Any hats, belts or garments worn should be appropriate for the work place and may not be adorned with decorations such as “sequined” jeans, nor may garments portray or display anything advocating violence, promoting alcohol, drugs, or illegal substances, weapons or contain profanity, political, personal ideology, commercial logo or religious affiliation, icons, or any other graphic or words that is not in conformance with University standards. Modesty is expected in all attire.

B. All employees are expected to maintain their personal grooming and appearance to present a professional image and to dress safely and appropriately for their work or craft. All employees are reminded of the initial intent of these guidelines as enumerated under the heading of “Purpose” within these guidelines.

C. Office employees who have personal contact with our customers and/or the public are expected to dress in attire appropriate for the business world. Attire should not distract or disrupt the work environment. Office employees should dress with safety in mind and appropriate footwear should be worn at all times. Employee’s attire should reflect a level of modesty appropriate for the work place. In all cases, employees should ask themselves, “For the work I will be performing today and the contacts that I will have, am I appropriately dressed?”

9. DISTRIBUTION

A. These guidelines and any updates shall be maintained by OFM.

10. DISPOSITION

A. These guidelines shall remain in effect, including any updates approved by the Assistant Vice President of OFM and may only be rescinded by the Assistant Vice President of OFM should the situation warrant such action.

11. APPROVED BY:

Bill Poole
Assistant Vice President, Office of Facilities Management

Signature: _____ Date: _____

ATTACHMENT #1

Facilities Uniform, Dress and Appearance Acknowledgement

I have been informed that all Facilities employees are required to present a neat, clean and professional image as outlined, described and referenced in the Office of Facilities Departmental Guidelines: "Facilities Uniforms, Dress and Appearance".

As evidence of this understanding, I agree to sign and date this "Facilities Uniform, Dress and Appearance Acknowledgement".

I know that I am required to bring any questions regarding these guidelines to the attention of my immediate supervisor for any clarifications needed.

By my signature below, I certify that I have been given a copy of the Office of Facilities; Departmental Policy: "Facilities Uniforms, Dress and Appearance" and that I have read these guidelines. I understand these guidelines, and I shall adhere to these guidelines throughout my period of employment with UT Arlington.

Employee Printed Name / Date

Employee Signature