



University Facilities Uniform Policy

University Facilities
Internal Procedure: F.1
Effective Date: November 22, 2000
Last Modified: January 26, 2006
Approved by:

Assignment:

All employees receive 5 sets of uniforms with Clemson Facilities on the front of the shirt.

Employees must maintain a clean professional appearance.

Department DOES NOT provide laundry service.

Appearance:

Employees must be in full uniform during working hours unless authorized by Chief Facilities Officer or Director of Department. With supervisory approval, uniform shirts may be removed during working hours under the following conditions.

- When uniform shirt is removed, employee must have on an undershirt. Undershirts must be free from statements, pictures, or language that is obscene, or promotes negative connotations.
- Employee performing job task in area secluded from the public with NO A/C or ventilation and temperature is above 90 degrees.
- When employees are working with water and do not wish to get shirt wet.
- No more than the first two top buttons on the shirts may be unbuttoned during daily work schedules.
- Uniforms cannot be altered in appearance from standard issue, except for proper fit.
- Buttons, badges and/or patches may be worn on the uniform with supervisory approval. They must be university or community activity related, they may be worn in support of a professional organization, or they may be in recognition of an award. They must not have statements, pictures, or language that is racial, obscene, or promotes negative connotations.
- Uniforms will be neat and clean at the start of each shift. Shirts will normally be tucked in.
- Uniforms will not be worn in places that would not represent a positive image of Clemson University or University Facilities, or while working a second job outside of University Facilities.

Responsibility:

- Employees are responsible for all uniforms assigned to them. Lost/missing uniforms must be reported to the Director/Supervisor as soon as employee finds them missing or lost.

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- Employees will be financially responsible for any losses or damages to uniform that occur outside normal work conditions/procedures.
- Old uniforms must be turned in when receiving new uniforms due to fair wear and tear. New uniforms will be provided when required under these conditions.
- All exchanges/replacements should be coordinated through each employee's supervisor. The Uniform Exchange Form must be completed by employee with supervisor's signature. After this process has been completed, form should be taken to the Uniform Coordinator for submission. The coordinators are as follows:
 - Custodial Services (5903) – Tommy Carver
 - Landscape Services (5907) – Tracy Smith
 - Maintenance and Minor Projects (5906) – Lynn Boiter
 - Utility Services (5801) – Lynn Boiter
- When employees are no longer employed by University Facilities all uniforms must be turned in or the employee must pay replacement cost for uniforms not returned. Costs of uniforms will be deducted from employee's last paycheck.
- Employees on extended (greater than 90 days) Leave without Pay (LWOP) shall turn in issued uniforms to the leasing company while on LWOP.

Temporary/Summer/Student Employees:

- Temporary, summer or student employees may be issued Facilities T-shirts at the discretion of the Director. All of the above guidelines apply to these workers.

Progressive Discipline:

- Employees reporting to work out of uniform will be sent home to obtain one. The time away from work will be charged to the employee's leave time. Failure to return to work within a reasonable amount of time (2 hour maximum) may result in the leave time being recorded as leave without pay and subject to any applicable progressive disciplinary procedures.
- All University Facilities employees are subject to progressive disciplinary action when in violation of the above policy or any other University regulation that applies to the misuse of University property or equipment.



DATE: _____

EMPLOYEE: _____

EMPLOYEE NUMBER: _____

I acknowledge that I will receive 5 sets of uniforms (5 shirts and 5 pants). According to the University Facilities Uniform Policy F.1, all uniforms must be returned upon leaving the University. I understand that if I fail to return all uniforms issued to me, the cost of these uniforms will be deducted from my last paycheck.

EMPLOYEE SIGNATURE: _____

WITNESS: _____

(Please circle:)

I would would not like to receive 2 t-shirts in addition to the 5 shirts mentioned above.
Color _____ Size _____

I would would not like to receive 1 hat.