

Facilities Management Department Policy Statement #4

Uniform and Dress Code

1. **Purpose:** The purpose of this policy is to provide guidance for the wear of uniforms and the Facilities Management (FM) dress code. The department purchases uniforms to provide identification of Facilities Management employees for our customers, to reduce clothing expenses for employees, and to build teamwork and pride within the FM Department.
2. **Uniform Wear:** All employees will wear the prescribed uniform per this policy while performing their duties. All employees are expected to maintain a clean, neat, and well-groomed appearance at all times.

It is the responsibility of each supervisor to ensure that his or her employees are complying with the uniform and dress code policy. If an employee does not comply with the policy, he or she will be advised of the proper dress. If the employee fails to comply a second time, he or she will be asked to go home and change. Chronic problems will result in written counseling from the supervisor.

3. **Uniform Management:**
 - A. Uniforms are the property of the University and will be turned in to the respective unit's administrative office (Facilities Operations, Housekeeping, or Recycling) via the supervisor upon termination of employment from Facilities Management. Those individuals failing to return uniforms will be charged for the cost of clothing (if less than a year old) in their last paycheck. Only laundered and folded clothing will be accepted.
 - B. Each supervisor will manage the uniform program for his or her area of responsibility. Additional uniforms may be kept on site for distribution to new employees. A new employee should receive at least two sets of uniforms within their first week of employment.
 - C. Protective clothing and shoes are covered by Facilities Operations Safety Policy Statements I-1 Personal Protective Equipment (PPE) & Safety Training, I-4 Electrical Safety Clothing, I-5 Safety Shoes and State regulations.
 - D. As uniforms become worn and frayed, the employees will bring the old uniforms to the supervisor for exchange. The supervisor makes the final determination as to whether the uniforms are serviceable or need replacement. Returned uniforms will be recycled by the respective unit's administrative office (Facilities Operations, Housekeeping, or Recycling) and used for rags.
 - E. Uniforms should be clean, pressed, and never wrinkled.

4. Facilities Operations Uniforms:

- A.** All maintenance and construction personnel will wear a khaki shirt, spruce green pants, khaki jacket (optional), and FM baseball cap (optional).
- B.** Personal headwear is not authorized, with the exception that supervisors may authorize broad brim hats for employees who work outside in the direct sun for extended periods. The employee will supply his or her own broad brim hat.
- C.** Each shop employee will initially be provided three khaki shirts, three pairs of spruce green pants, one khaki jacket, one baseball cap, the FM winter coat, and one set of rain gear. Any combination of long sleeve, short sleeve, or t-shirts may be provided at the employee's request. Two tan t-shirts substitute for one long or short sleeve shirt.
- D.** T-Shirts are approved for wear as an outer garment from the day after spring graduation thru the day before the first day of fall semester. Wear of T-Shirts as an outer garment by Grounds personnel may be authorized by the Grounds supervisor after the first day of fall semester at his or her discretion.
- E.** It is intended that employees have three serviceable sets of uniforms in their possession at all times.
- F.** Auto mechanics will wear navy blue shirts, pants, and jackets in the same numbers as maintenance personnel.
- G.** Maintenance employees subject to arc flash hazards will wear flame retardant (FR) clothing of a rating appropriate to the task. The color and style garments provided to the employee may vary depending on the vendor selected. FR clothing shall be maintained in serviceable condition and worn in the manner prescribed to obtain the appropriate ratings needed for task being undertaken.
- H.** Summer hires and temporary employees (three months or less) will be provided two shirts (or four t-shirts) and two pairs of pants.

5. Supervisor's Uniforms: The "Supervisor's Uniform" consists of an ecru button down shirt (embroidered with UNC Charlotte Facilities Management) and (optional) tan jacket. Supervisors may wear spruce green pants or slacks of their own choosing. Blue jeans are unacceptable. Supervisors will receive three shirts, three pants, the FM winter coat, and one tan jacket.

6. Housekeeping and Recycling Uniforms:

- A.** Housekeeping employees will be provided three scrub type tops, three scrub type pants, and one scrub type jacket top or may choose to wear the same uniform as prescribed for maintenance and construction personnel in paragraph 4, above.
- B.** Housekeeping supervisors will be provided two white scrub type jackets, three scrub type tops, and three scrub type pants or the same uniform as prescribed for supervisors in paragraph 5, above. Mixing or mismatching uniforms is not authorized. Uniform types may only be switched upon receipt of a new issue set of uniforms.
- C.** Personal headwear is not authorized, with the exception that supervisors may authorize the wear of broad brim hats by employees who work in the direct sun for extended periods of time. The employee will supply his or her own broad brim hat.
- D.** Recycling employees are provided three pairs FM spruce green work pants, three Recycling T-shirts (dark green with the UNCC Recycles logo on the front "pocket" and the back of the shirt), three FM long sleeve button up shirts (optional for wear in the winter), one FM cap, one FM green knit cap, the FM winter coat, and one set of rain gear.

- E. In warm weather, the Recycling team will wear the Recycling T-shirt and FM work pants, in cooler weather the FM long sleeve shirt will be worn over the Recycling t-shirt, along with the FM winter coat and hat if it is very cold.
 - F. Recycling administrative staff will wear business casual attire that presents a professional image and is appropriate to the task being performed. However, they are allowed to wear jeans and t-shirts during events and tabling sessions or if they are called upon to assist the team members during Move-In, Move-Out, basketball games, or other recycling events that need additional personnel.
- 7. Administrative & Professional Staff:**
- A. Personnel who work in an office or cubicle will wear business professional attire or business casual attire that present a professional image and are appropriate to the task being performed.
 - B. *Business professional* attire consists of a suit jacket and dress slacks or skirts, dress shirts with a tie (male employees) or blouse, and business dresses (female employees).
 - C. *Business casual* attire includes:
 - i. Full length slacks similar to Dockers® or other makers of cotton or synthetic material pants or dress pants. Ladies may wear crop or Capri length pants that come to the mid calve or lower. Leggings, athletic pants, shorts, or leg wear above the knee are not authorized.
 - ii. Collared shirts, dress shirts, sweaters, golf-type shirts, and turtlenecks
 - iii. Casual dresses and skirts, and skirts that are split at or below the knee. Strapless tops or dresses without a jacket are not authorized.
 - D. Wear clean shoes that present a professional image and are appropriate to the task being performed. This excludes athletic shoes and flip-flops.
 - E. Personal headwear is not authorized.
 - F. Casual Fridays - All members of the FM Team are encouraged to wear a uniform shirt on Fridays or golf type shirt embroidered with UNC Charlotte FM logo. Golf shirts with the logo are available for purchase by administrative & professional employees.
 - G. Jeans are permitted only on Fridays. If jeans are justified for a special circumstance other than Fridays, your supervisor must approve them in advance.
 - H. Attire should be clean, pressed, and never wrinkled.

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Facilities Management