



## **Facilities Management Department Policy Statement #4**

### **Uniforms and Dress Code**

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#### **1. Purpose**

The purpose of this policy is to:

- A. Provide guidance for the issuance and wear of uniforms.
- B. Provide a dress code for employees who are not issued uniforms.

#### **2. Intent**

The intent of this policy is to provide clear guidelines so that employees of the Department present a professional image as we represent Facilities Management (FM) and UNC Charlotte to our students, faculty, staff and industry partners at all times.

#### **3. Uniform Policy**

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 Facilities Management Department.

- A. Purchase of Uniforms: The Department will provide an annual uniform budget to work units based on the number of uniformed employees within the work unit. This amount will be determined based on annual funding availability. Each employee will be allotted an annual uniform allowance. Within the allowance, employees have discretion to purchase approved uniforms to meet work related clothing needs and appearance standards as approved by their supervisors.
- B. Uniform Wear:
  - i. 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.
  - ii. 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 may result in written counseling and formal disciplinary action from the supervisor.
- C. Uniform Management:
  - i. Uniforms are the property of the University and will be turned in to the respective unit's administrative office (Facilities Operations, Building Environmental Services, 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.

- ii. Each manager / 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. A set consists of one shirt and one pair of pants.
- iii. 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.
- iv. 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, Building Environmental Services, or Recycling) and used for rags.
- v. Uniforms must be clean, pressed, neat, and wrinkle free at all times.

#### **4. Facilities Operations Uniforms:**

- A. All maintenance and construction personnel will wear a khaki shirt, navy blue cargo pants, khaki or the navy blue multi-purpose 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 receive khaki shirts, navy colored pants, a navy colored multi-purpose jacket, and one FM baseball cap. Any combination of long sleeve or short sleeve shirts may be provided at the employee's request.
- D. Issued t-shirts and shorts are approved for wear for Grounds personnel as an outer garment from the day after spring graduation through 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. Automotive mechanics will wear navy blue shirts, pants, and jackets.
- F. All maintenance employees subject to arc flash hazards will wear flame retardant (FR) coveralls rated appropriately for the task. The color and style garments provided to the employee may vary depending on the vendor selected. All high voltage and fire alarm staff will wear flame retardant (FR) pants and shirts. FR clothing shall be maintained in serviceable condition and worn in the manner prescribed to obtain the appropriate ratings needed for the task being undertaken.
- G. It is intended that employees have enough serviceable sets of uniforms in their possession to maintain a neat and professional appearance at all times.
- H. Summer hires and temporary employees (three months or less) will receive two shirts (or four t-shirts) and two pairs of pants.

#### **5. Building Environmental Services and Recycling Uniforms:**

- A. Building Environmental Services employees will receive khaki shirts, navy blue pants, one navy blue FM multi-purpose jacket, and one FM baseball cap (optional).
- B. Building Environmental Services supervisors will receive white oxford or white polo shirts, navy pants, a navy blue FM multi-purpose jacket, and one FM baseball cap (optional).
- 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 will receive khaki shirts, navy blue pants, three Recycling t-shirts (dark green with the UNC Charlotte Recycles logo on the front “pocket” and the back of the shirt), one FM baseball cap, one FM green knit cap, a navy blue FM multi-purpose jacket, and one set of rain gear.
- E. Recycling supervisors will receive white oxford or white polo shirts, navy blue pants, three Recycling t-shirts (dark green with the UNC Charlotte Recycles logo on the front “pocket” and the back of the shirt), a navy blue FM multi-purpose jacket, one FM baseball cap (optional), one FM green knit cap, and one set of rain gear.
- F. 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 multi-purpose jacket and knit cap if it is very cold.
- G. 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.

## 6. Supervisors’ Uniforms

The “Supervisor’s Uniform” consists of either a white oxford button down shirt (embroidered with UNC Charlotte Facilities Management) or white polo shirt (embroidered with UNC Charlotte Facilities Management). Supervisors may wear khaki pants or slacks of their own choosing. Denim jeans are unacceptable. Supervisors will receive shirts, pants, a navy blue FM multi-purpose jacket, and one FM baseball cap.

## 7. Dress Code for Employees Not Issued Uniforms:

- A. Personnel not issued uniforms shall wear *Business professional* attire, or *Business casual* attire that presents a professional image and is appropriate to the task. All FM employees may participate in *Casual Friday* attire. In all cases attire must be clean, pressed, and neat.
  - i. Your manager or supervisor is responsible for clear direction on appropriate attire. Concern for an employee’s attire shall be initiated by the manager or supervisor to their employee; any employee having concerns for another employee’s attire should express their concern to the individual’s manager or supervisor, not directly to the individual.
  - ii. Being respectful to others related to your attire shall set the tone. Your manager or supervisor can assist, and provide direction for appropriate attire. You should ask first before wearing attire that may draw inappropriate attention.
  - iii. Your attire shall be appropriate to “where” you work, “who” you will be meeting, and “what” you will be doing throughout the day.
  - iv. For cause, your attire on one day to the next may be quite different due to where you will be, who you will meet, or what you will do.
  - v. Definitions for dress codes vary and may be confusing. Differentiating among types of dress codes increases the confusion.
- B. *Business professional* attire - consists of a business dress, suit or sport jacket with skirt or dress slacks, dress top or dress shirt with collar with or without a tie. Sweaters may be worn as desired.
- C. *Business casual* attire - consists of dress shirts and turtlenecks, slacks or pants that come to mid calve or lower; skirts that are split at or below the knee are acceptable.

- D. Footwear shall be clean, present a professional image, and be appropriate to the task.
  - i. Athletic shoes are allowed only on *Casual Friday*.
  - ii. Flip-flops are not authorized.
- E. Casual Friday attire - All members of the FM Team are encouraged to wear a uniform shirt or golf type shirt embroidered with UNC Charlotte FM logo. Golf shirts with the logo are available for purchase by administrative and professional employees. Jeans are permitted only on Casual Friday; however, jeans are not appropriate for Directors, Associate or Assistant Directors, Managers, or any professional staff attending meetings with individuals, agencies or departments external to FM.
- F. Some attire deemed inappropriate: Uncovered leggings, athletic pants, shorts, or leg wear above the knee; Spaghetti straps, tank tops, and strapless attire, tight fitting clothing.
- G. Conditions requiring special attention:
  - i. Body piercings, tattoos, body art, and brands shall not be displayed while on duty or while representing the University in a professional capacity.
  - ii. Jewelry shall be in good taste with limited visible body piercing.

## 8. Exceptions

Exceptions to this policy for religious beliefs and practices, social events or special circumstances may be approved by a Director in advance.

Philip M. Jones  
Associate Vice Chancellor  
Facilities Management

**Initially Approved:** January 30, 2002

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