POLICY STATEMENT

Facilities Management (FM) staff are provided uniforms upon hire. The staff required to wear uniforms will be determined by the Administration. The uniform is to be worn during working hours on campus.

REASON FOR POLICY

To establish basic guidelines for appropriate work dress and fragrance use while promoting a positive image of Facilities Management. Uniforms create a professional appearance and image. Uniforms also are used for identification purposes.

SCOPE OF POLICY

This policy applies to all members of the Facilities Management department. No dress code can cover all contingencies. Employees must exert a certain amount of judgment in their choice of clothing to wear to work. Exceptions may be approved by the supervisor/director on a case-by-case basis and through prior coordination, depending on the activity. Examples include (but not limited to) evening or weekend work, in-service training or staff retreats, travel days to conferences, severe weather. It is implied the uniform be worn for UND purposes only. Any questions or doubts as to what is or is not appropriate should be directed to supervisors and/or directors.

WEB SITE REFERENCES

This policy: http://und.edu/finance-operations/facilities-management/

CONTACTS

777-6862  Associate Vice President for Facilities
777-2594  Director for Facilities Services
777-2336  Director for Facilities Operations
777-2252  Director for Planning, Design and Construction
777-2595  Human Resources

GUIDELINES AND PROCEDURES

Business attire for employees not issued uniforms

Business casual attire is the standard dress code. During a routine day, it is expected that office staff dress appropriately for an office environment. Examples of business casual dress include, but are not limited to, dress slacks, dresses, skirts, denim dress or skirt, colored jeans, khakis, capris, suits, sport
jackets, polo or dress shirts, blouses, and sweaters. Undergarments should be fully covered. Tennis shoes are appropriate if they are clean and neatly kept. Sandals are appropriate if they are neat and professional looking.

Blue jeans may be worn on Denim Days or Casual Fridays for which a donation is collected for charity or special needs. Jeans should be neat and clean. The wearer should use individual judgment in choosing the jean to wear. Student’s attire will be determined by the supervisor and according to the job requirements.

UNIFORMS

1. New full-time employees will receive five uniform shirts or smocks, five pants, and five t-shirts at no cost. Building Services Technicians receive three sets upon hire, then the remaining two sets after probation period. Temporary staff will receive five t-shirts. Temporary staff will wear the FM t-shirt and their own pants while on duty. Employees may wear the issued pants or their own denim pants with the uniform shirt or FM t-shirt. Denim pants are not supplied. Denim is to be free of tears, excessive fraying, or stains. One coverall is equal to one shirt and one pant. The type of uniform material is determined by the job position i.e. electricians wear 100% cotton.

2. Employees may purchase additional uniforms at any time.

3. Uniforms, t-shirts, and all patches remain the property of the FM department upon termination.

4. Supervisors shall be responsible for ensuring employees are wearing a presentable uniform or denim while on-duty. Failure to wear the uniform or acceptable denim pants may result in the following actions:
   a. Employee will be sent home to change into a presentable uniform or jeans.
   b. Full time employees will use annual leave for the time they are absent from work to change clothes. Temporary staff will use leave without pay.

5. No shorts may be worn.

6. Hard sole shoes will be worn by staff in the trades area. Tennis shoes are acceptable for the Building Services Technicians, Supply Room and office. Roofers may require different footwear on certain jobs.

7. ID badges must be worn while working at all times.

8. Building Services Technicians are required to wear a belt to hold the key chain.

OBTAINING UNIFORM FOR NEW HIRES

1. Using the supervisor's EMPLID, the supervisor will send an issue or purchase requisition for the quantity of shirts, smocks, t-shirts, or pants to the Supply Room. Include the new employee's name on the requisition. Use the work order assigned to your trade.

2. Employee may alter the uniform for length or width only. Alterations will not be allowed for removing the emblem/patch, cutting the uniform off, removing sleeves, and other changes to the uniform.
OBTAINING A REPLACEMENT UNIFORM

1. Uniforms or t-shirts will be exchanged on a one-for-one basis as they wear out.
2. Damaged or worn out uniforms, or uniforms that are not the correct size may be replaced at the discretion or direction of the supervisor.
3. The supervisor bases replacement on these possible criteria:
   a. Excessive fraying of collar.
   c. Bleach/stained spots.
   d. Worn out.
4. The employee enters an issue request or purchase requisition, using their EMPLID.
5. The employee prints the request and the supervisor signs off on the request.
6. The request is brought to the Supply Room.
7. Supply will fill the order with a new uniform and notify the supervisor.
8. The old uniform is turned into the Supply when new one is picked up.
9. The employee is responsible for the cost of replacing a lost uniform.

TERMINATIONS

1. When an employee, including temporary help, terminates, all uniforms including t-shirts should be washed and must be given to the supervisor.
2. The supervisor records the name of employee and number of uniforms/t-shirts turned in on the Return T-shirt Form. If the t-shirt is not suitable to be reissued, place in a separate bag. All T-shirts and forms should be accounted for and given to the Laundry.
3. The supervisor will return uniforms to Supply.
4. The employee may be assessed the cost of the uniform if not returned upon termination of employment.

FRAGRANCE AND PERSONAL HYGIENE

It is important to practice good hygiene and consider the health needs of others in our work area. The following is expected: daily bathing and oral hygiene; clean body and minimized body odors. It is known that airborne irritants and strong odors can trigger asthma, allergies, migraines, and other health issues such as multiple chemical sensitivities. To avoid the possibility of exposing co-workers or visitors to potentially harmful airborne irritants and strong odors, please refrain from wearing heavily scented or liberally applied lotions, aftershave, hair sprays and colognes/perfumes or other odorous scents.

Failure to comply with this policy will lead to disciplinary action, up to and including termination.