



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.001

DIVISION: Department of Facilities Management

TITLE: Uniform Policy

DATE: October 2, 2019

Policy for: All Department of Facilities Management Employees

Authorized by: Director Facilities Management

### **I. Purpose and Scope**

All full-time employees will be in proper uniform at all times while on duty. Uniforms are issued through the Department of Facilities Management and will be maintained by the employee. All employees should have their WKU Photo ID with them at all times during work hours for proper identification and safety precautions.

NOTE: Until uniforms are issued, employees are expected to wear their Photo ID issued by WKU for proper identification.

### **II. Policy**

A. Official Uniforms are defined as follows:

1. Short sleeve red polo shirt or red poplin short sleeve shirt issued by DFM
2. Long sleeve red poplin shirt issued by DFM
3. Red Smock (ESA's)—must be buttoned
4. Dark blue, black or khaki work pants (No knit, no spandex or no sports type pants)
5. Jeans, they must be dark blue in color; no holes or worn out blue jeans allowed.
6. Grounds crew uniform provided by Sodexo issued by DFM consisting of either a polo or button-down shirt as well as a hat with a full brim for sun protection
7. Capri pants are permissible to wear following the same color rules as specified for pants above.
8. If you choose to wear shorts in warm weather, they must follow the same color rules as stated for pants above. (No knit shorts, no spandex or no sports type pants). Shorts will be no more than three (3) inches above the knee. DFM does not provide shorts.

9. Facilities Management Polo shirts provided by DFM will be considered as appropriate uniform attire.
  10. Safety committee Polo shirts provided by DFM are considered uniform attire.
  11. On Fridays (or Thur. nights for PM team members), employees may wear an appropriate WKU shirt in lieu of their issued uniform shirt. (Note: uniform pant requirements are still required on this day).
  12. For HRL employees, see HRL Operations Manager for what is considered appropriate uniform T-Shirts.
  13. Hats are optional; are not considered as part of the DFM uniform, and are not provided by DFM. If an employee chooses to wear a hat, solid color hats are acceptable. The only logo acceptable on a hat must bear the WKU name or logo; no other logo or language is acceptable. Hats are to be worn with the bill in the forward position.
  14. Uniform accommodations for religious/cultural reasons must be requested through the Department Manager or Human Resources.
- B. Any attire other than the above specified garments is not considered official DFM uniform apparel. Uniforms are the property of WKU or Sodexo and cannot be modified or altered.
  - C. Uniforms should be clean, free of holes, tears or stains, and not showing signs of excessive wear. If your uniforms begin to show signs of wear or become torn or stained, bring them in to be exchanged for a new garment.
  - D. Uniforms are to be worn in the manner in which they were intended to be worn. Poplin button-down shirts need to be tucked into pants (no tails hanging out). Pants are not to be worn any lower than your hips.
  - E. Uniforms will be issued through the department and must be maintained by the employee. Employees are expected to be in proper uniforms at all times while in a duty status.
  - F. For safety precautions, all maintenance and custodial personnel shall wear closed-in shoes to work. This is defined as shoes that fully cover employees' feet from toe to heel. ESA staff must wear the Shoes for Crews shoes or slip-resistant shoe covers provided to them.
  - G. Anyone that reports to work out of uniform will be given a verbal warning on the first occurrence and any occurrences thereafter the employee will be sent home to return in proper uniform.
  - H. In the event a DFM employee resigns or their work duties are terminated, their DFM uniforms and WKU ID shall be returned to their supervisor/manager before collecting their last paycheck.
  - I. This policy is subject to change at the discretion of the Facilities Management Director.