

## Uniforms, Dress and Appearance

**Supervisor Responsibility** – It is the responsibility of the supervisor to ensure that his/her employees are appropriately dressed for work including, if appropriate, uniform, safety shoes or slip-resistant shoes, and safety eye wear or other personal protective equipment. The employee's immediate supervisor is responsible for ensuring that the employee wears the uniform properly.

**Employee Responsibility** – It is your responsibility to be appropriately attired for work at the beginning of your work shift (i.e., wearing your uniform if in a uniform-designated job title; wearing safety shoes or slip-resistant shoes if in a job title that requires them; for a job title that does not require a uniform, dressed in personal attire appropriate for the position).

**Compliance** – If you arrive at work not appropriately attired for your job (i.e., not wearing the uniform while serving in a uniform-designated job title; not wearing safety shoes or slip-resistant shoes when the job title requires them; or not dressed in personal attire appropriate for the position while serving in the job title that does not require a uniform) you will be instructed to leave the workplace on your own time (using vacation, compensatory time, overtime, floating holiday time, or leave without pay) and return appropriately attired to perform your job. Failure to adhere to the *Uniforms, Dress, and Appearance* policy as described in this section may result in progressive disciplinary action, up to and including dismissal.

### Uniforms

Wearing uniforms has many advantages to both Utilities and you. Your business-like appearance enables you to represent the Utilities Department in a safe and professional manner. Uniforms are intended to give you a neat, presentable, professional appearance that enhances your status in the eyes of the University community. Keeping the uniform clean and neat shows your sense of pride in belonging to an accomplished organization and a professional attitude towards your work. Uniforms make it possible for building occupants and law enforcement personnel to recognize people who have authorized access to University property. Lastly, uniforms are a benefit that helps save on wear and tear to your personal clothing.

Uniforms, including laundry and repairs, are furnished at no cost to the employee. All crafts/trade employees in the Utilities Department are eligible for the uniform benefit.

All eligible employees are required to wear a complete uniform each day. The only exceptions allowed to this policy are those employees, who opted not to be issued uniforms when the program began in October 1985.

Upon termination of employment or transfer from the Utilities Department, employees are responsible for returning all of their uniforms.

## **Dress and Appearance for Employees Not Designated to Wear Uniforms**

All Utilities employees are expected to be clean and neat when reporting for work each day. Employees in offices that have constant personal contact with the public are expected to dress in attire appropriate for the business world. Office employees should dress with safety in mind and appropriate footwear should be worn at all times. Office employees visiting job sites should wear appropriate personal protective equipment. Employee attire should reflect a level of modesty appropriate for the workplace. Employees will also practice proper personal hygiene so as to not become a distraction to other employees or customers in the workplace. Shop employees are expected to dress in a way that is safe and appropriate for their work or craft.

Your supervisor will give you guidelines for the appropriate dress in your work setting.