



Document Number	Uniform SOP, D.23.01
Owner/Contact Information:	Jon Soter
Effective Date:	7/1/2019
Last Revised/Reviewed:	7/1/2019
Related Policies and Procedures	

1. Purpose/Introduction

The intent of this SOP is to provide clear guidelines for the issuance and wear of uniforms so that UNCG Facilities Operations employees present a professional image to our faculty, staff, students, and visitors.

2. Definitions

- **Maintenance Personnel:**

Crafts – Carpenters, Painters, Electricians, HVAC Technicians, HVAC Mechanics, Control Technicians, Fire Alarm Technicians, Plumbers, Plumber Helpers, Insulators, Steamfitters, Locksmiths, Signage Technicians, Roofers, and Zone/PAC Mechanics, Utility Operators, and Warehouse Workers

Custodial – Supervisors, General Utility Workers, Floor Technicians, Housekeepers, and Housekeeping Temporary Workers

Grounds – Supervisors, Horticultural Specialists, Grounds Workers, Vehicle Equipment Repair Technicians, Mason, Laborers, and Temporary Workers

- **Professional Staff:** Director of Facilities, Assistant Directors, Managers, Campus Engineer, Administrative Assistant/Payroll Supervisor, Payroll Staff, Accounting Staff, IT Analyst, Customer Service Staff, PM Coordinator, and Energy Analyst

- **Work Attire:** Uniforms provided by the University or neat, clean pants or other appropriate dress

3. Procedural Steps

3.1 The Facilities Operations department purchases uniforms for maintenance personnel to provide identification for Facilities Operations employees to our customers, to reduce the clothing

expenses for employees, and to build teamwork and pride within the Facilities Operations department.

3.1.1 Supervisors should communicate any department-specific workplace attire to staff members during orientation. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

- New employees will be issued five (5) uniform sets, usually within their first 30 days of employment.
- Jackets are issued to employees that are required to be outside during inclement weather as a part of their job. Jackets may also be issued upon supervisor approval when old jackets are worn or damaged to current employees.

3.1.2 It is the responsibility of each supervisor to ensure that his or her employees are complying with the Uniform SOP. If an employee does not comply with the Uniform SOP, he or she will be reminded of the Uniform SOP. If the employee fails to comply a second time, he or she will be asked to go home and change. Employees will not be compensated for any work time missed because of failure to comply with the Uniform SOP. Chronic problems may result in disciplinary action up to and including dismissal.

3.2 Uniform Standards for All Uniformed Personnel:

3.2.1 Work Uniforms: Maintenance and Facility Services personnel are expected to report to work properly attired in their uniforms.

3.2.2 Uniforms must be clean, neat, and wrinkle free at all times.

3.2.3 As uniforms become worn or damaged, employees will bring the worn or damaged uniforms to their supervisor for exchange. The supervisor makes the final determination as to whether the uniforms need replacement.

- Uniforms are required to be worn at all times while working at UNCG, including during unscheduled after-hours work at all campus locations. Uniforms should be worn only during working hours and should not be worn in places that would not represent the positive image of UNCG.
- Exceptions to the uniform policy with supervisory approval include University sponsored occasions and events
- Under excessively hot/humid conditions, uniform requirements may be relaxed for increased ventilation with supervisory approval.
- Under excessively cold weather (colder than 25 degrees Fahrenheit), additional layers of clothing under an employee's uniform may be allowed with supervisory approval.
- University issued buttons or pins of reasonable size, such as service recognition pins and position buttons, are approved for wear on the upper chest section of

blouses and jackets provided they do not create a safety hazard (e.g., working around electrical equipment or moving machinery). Any pin or button, regardless whether University issued, shall be easily removable, shall not permanently alter or damage the uniform item, and shall not offend general public values.

- Employees shall remove sunglasses when indoors, unless the glasses are prescription transition glasses.
- Employees' uniforms shall be properly fitted, and pants shall be worn at the waist with shirt tails tucked in.

3.2.4 Shirts: It is mandatory that all uniformed employees wear shirts provided by the University. Shirt tails are to be worn tucked inside the pants. Shirts shall have sleeves and be free of any verbiage or symbols other than "UNCG Facilities Operations." Divisional shirts, such as those worn by Facility Services, OWRR and Grounds, are also acceptable.

Shirts that have buttons will be buttoned except for the very top button.

T-shirts shall be loose fitting and are the only shirt not required to be tucked in.

3.2.5 Trousers: Trousers are to be worn with a belt and with shirts tucked into the trousers.

3.2.6 Shorts: Shorts may be worn by Facilities Operations employees, who are not issued pants as part of the uniform, from May 1st through September 30th, when there are no safety hazards involved and with supervisory approval. Shorts shall be walking length, which is defined as coming to within a few inches of the tops of the knees. Shorts with belt loops will be worn with a belt.

3.2.7 Hats: Hats are provided as part of the uniform and are optional. The only approved headgear is a UNCG baseball cap.

3.2.8 Footwear: Appropriate footwear is required based upon the job duties. Open-toe shoes, sandals, scuff or flip-flops are not appropriate footwear. Safety shoes are addressed in the Safety Shoe Standard of Practice.

3.2.9 Jewelry: Jewelry, including but not limited to earrings, necklaces, bracelets, rings on fingers, watches, tongue or nose rings, if worn, must not pose a safety hazard and not be excessive.

3.2.10 Identification Cards: Each employee should have the UNCG issued identification card with them at all times. Each employee may be issued a lanyard or clip if identification card must be worn and visible during their work shift.

3.2.11 Personal Appearance: All employees are expected to look presentable, displaying proper hygiene and grooming standards. Hair must be neat, clean, and combed. Hair length will in no case interfere with work assignments or create a hazard. Offensive tattoos shall be covered while working on campus.

3.2.12 If a staff member's use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

3.3 Work Uniforms by Shop and Departments

3.3.1 Maintenance Shop: University provided long or short sleeve blue denim, short sleeve polo, or short or long sleeve blue T-shirts and employee provided pants or shorts in black, blue, khaki, or blue denim. Painters may also wear University provided white pants and white shirts.

3.3.2 Grounds: University provided 'safety-green' long and short sleeved T-shirts, and employee provided pants or in black, blue, khaki or blue denim. University provided safety vests to be worn over jackets in cooler weather when shirts are not visible.

3.3.3 Maintenance Shops: University provided long, or short sleeve blue denim, short sleeve polo, or short or long sleeve blue T-shirts and employee provided pants or shorts in black, blue, khaki, or blue denim

3.3.4 Housekeeping Staff: University provided blue polo shirts, and blue pants

3.3.5 Housekeeping Supervisors: University provided grey oxford shirts or white dress shirts and blue pants

3.3.6 OWRR: University provided orange shirts, short and long sleeved

4. Revision Table

Revision #	Section #	Summary of Changes	Approval Date
D.23.01		Outlined the issuance and wear of uniforms.	7/1/2019