

Custodial Operations Uniforms, Dress and Appearance Policy

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(E4Y)

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Reference(s): (Physical Plant Dress Code FM/OL No. 09.37)

I. PURPOSE

The purpose of this policy is to establish a professional and safe appearance for Texas State Custodial staff within the limits of the University's policies.

II. INTRODUCTION

Texas State Custodial Operations has constant contact with other employees and persons from outside the University. It is a high profile department. Because of the high visibility, we are frequently held to a higher standard than many other departments of the campus. Professional discretion is to be exercised in dress. A neat, well-groomed appearance creates a positive reflection on the employee as well as the University and the department. Clothing and grooming should be appropriate for your particular work environment. Safety precautions should receive primary consideration.

Looking clean and crisp is essential for a professional look. How we look determines how we are perceived and treated by others. Good appearance benefits us individually; good appearance also benefits those we encounter in other business situations. Texas State Custodial Operations has established the following dress guidelines.

III. GENERAL GUIDELINES

An employee's supervisor may adjust the level of dress required depending upon the employee's level of position or activities required of the job.

The key to dressing successfully is the use of common sense and good judgment. If you question the appropriateness of any attire, it should not be worn to work. Employees may wear attire that is more casual on Fridays as a way of showing their spirit for the university. Attire should be "Texas State" shirts, with clean jeans or casual pants in good condition. Athletic shoes are acceptable and must be in a good, clean condition. Jeans that are frayed, patched, or extensively faded are not appropriate. Again, the key to dressing successfully is the use of common sense and good judgment. Fridays shall not be considered as a "grunge" day.

The Director may allow for more relaxed, festive attire on certain occasions. It will be at the Director's discretion as to the length of time employees are allowed to wear this attire. This could include holidays, game days, fundraisers, etc.

During unusual inclement weather, such as snow and ice, dress exceptions in footwear and attire may be appropriate. As part of professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors are offensive. Many fragrances can be harmful to some people with allergies.

Jewelry and other body adornments should be appropriate and in keeping with a professional image. If an employee's attire or appearance is unsuitable in the opinion of their supervisor, s/he may be asked to return home to change before resuming regular duties. In keeping with a professional image, reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible.

As a reminder, employees are not allowed to wear halter-tops, mid-drift tops, beachwear, extremely low-rise pants, sweats/warm ups, spandex or form fitting attire, flip-flops or slippers. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. Clothing cannot display vendor brands or logos, alcohol, tobacco products, offensive words, offensive pictures, or offensive logos.

Periodically, we will revisit these guidelines to ensure they meet our needs in providing a professional appearance. If you feel that a review is necessary, please let your supervisor know. Times change and so do clothing styles.

IV. DIRECT SERVICE STAFF (Custodian / Student positions Full time and Part time):

- A. Upon initial employment** all staff will receive 5 "Facilities" T-Shirts to wear until their official uniforms can be ordered and arrive.
- B. Custodial Operations** will issue uniform pieces to each new employee. "Button down" type uniform shirts, smocks and/or "polo" type knit shirts are available.
- C. Custodial Staff** are responsible for cleaning and maintaining their uniform in good order (neat, pressed, clean, mended, etc.). Uniforms are to be worn at work only. Employees are to report to work wearing their uniform properly. Employees are not to utilize University uniforms for other personal uses.
- D. Uniform Expectations**
 - a. Uniform Shirts (to include T-Shirts) will be worn tucked in at all times.
 - b. Uniform smocks will be buttoned to the top button or zipped completely, with or without a shirt underneath.
 - c. Uniform shirts and/or Uniform "Polo" type knit shirts may have the collar button undone, all other buttons are to be secured at all times.
 - d. Prior approval from management is required before any alterations to shirts and/or smocks are made.
 - e. Open/exposed footwear is not acceptable.
 - f. Sunglasses may only be worn when working outside.
 - g. Hats/caps may be worn provided they do not alter the professional image.

- h. Skirts, dresses or pants (slacks/jeans) may be worn by employees provided
 - i. They do not create or expose the employee to health or safety hazards.
 - ii. They do not prohibit/distract in any form or fashion the employee or others

V MANAGEMENT SERVICE STAFF (Custodial Supervisor, Crew Supervisors,)

Management service staff have available to them, "Button down" type uniform shirts, smocks and/or "polo" type knit shirts. In addition, they have the option of street clothes as long as they remain "professional". If street clothes are chosen, an identification badge shall be worn while on duty, the type and style to be determined by the department Director.

VI. POLICY APPLICATION

- A. All Supervisory staff are responsible for correcting any unprofessional appearance by Custodial employees, up to and including sending the employee home to change clothes on their own time. Documentation shall be kept of all violations and repeat offenders will be dealt with in accordance with UPPS 04.04.40, up to and including recommendation of termination. Greater or lesser sanctions may be imposed if so warranted in the judgment of the Director, Custodial Operations.
- B. This policy supersedes Physical Plant policy regarding Dress Code FM/OL No. 09.37.

VII. CERTIFICATION STATEMENT

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations

Assistant Director, Custodial Operations