



Facilities Services Department

Professional Image and Uniform Policy

Applies to: All Employees in Facilities Services

Issued: November 26, 2012

Updated: December 2, 2013

POLICY

This policy sets expectations and requirements for employee attire to maximize and ensure employee safety and well-being, maintain a professional departmental image by wearing professional attire and as much as possible allow employees to wear comfortable attire. It establishes guidelines for dress, appearance, conduct and safety of all Facilities Services personnel so that the Facilities Services team presents a visual identity that represents and reinforces our professionalism and contribution to the university.

DEFINITIONS

- 1) **Professional Business Attire** – Professional dress means: professional pants, or dress skirts, dress shirts, business blouses, jackets and ties as appropriate, or dresses. Other than religious headwear head gear is not to be worn as part of Professional Business attire.
- 2) **Business Casual Attire** - Business casual means dressing a step down from the Professional Business attire. Business casual style may include a polo shirt with Dockers-style pants. Women can also wear knee-length skirts, knee length “capris” and blouses as part of Business Casual Attire. Except for Casual Fridays Business Casual Attire does not include jeans.
- 3) **“Big Orange Day” Attire** – Big Orange Day attire is Business Casual attire with Facilities Services or University of Tennessee logos and/or Tennessee Orange paired with uniform pants for uniformed employees and Dockers-style pants, slacks, capris or skirts for non-uniform employees
- 4) **Head Gear** – Any cap or hat that covers the head.
- 5) **Shoes and Footwear** – Footwear should be appropriate for the work performed.
- 6) **Jeans** – Pants and/or trousers made of denim
- 7) **Professional Conduct** – Exhibiting a courteous, conscientious, and generally businesslike manner in the workplace, complying with all University of Tennessee Policies.

POLICY GUIDELINES

Section A: All Facilities Services Employees

- 1) Employees are expected to portray a professional appearance/image.
- 2) Employees should have good personal hygiene. Hair, including facial hair, should be clean and well groomed. Hair may not be dyed any unnatural hair colors.
- 3) Clothing must be clean, neat, presentable, fit properly, and be in good repair.
- 4) All clothing must be free of profanity and offensive slogans.
- 5) Shirt tails must be tucked in and shirts must be buttoned. Women’s blouses may be worn out if the style of that garment so indicates.
- 6) A belt or suspenders are to be worn with pants that have belt loops. Pants that do not have belt loops must not be low cut or low riding.
- 7) Head Gear which displays the University of Tennessee Facilities Services logo or a University of Tennessee logo may be worn during the work day, but is required to be worn in the traditional manner (hat bill facing front) and must be clean and free of tears. Other than religious headwear, no other head gear is acceptable.

Section B: Uniformed Employees

- 1) Service and maintenance employees are required to wear a Facilities Services uniform.
- 2) Shirts are to be buttoned and tucked into uniform pants. Custodial smocks may be worn un-tucked.

Section C: Non-uniformed Employees

- 1) Non-uniformed employees must wear Business Casual or Professional Business Attire.
- 2) Professional Business Attire is strongly encouraged when attending meetings involving individuals from outside Facilities Services.



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Section D: "Big Orange Day" Attire

- 1) On specially designated "Big Orange Days" employees are encouraged to wear University of Tennessee (Knoxville), UT system and Orange clothing to express Volunteer Pride and support the University's Top 25 goals.
- 2) Typical "Big Orange Days" may include but are not limited to Football Fridays and Key Athletic Game Days, Homecoming, UT Commencement and the start of Fall Semester. Note: "Big Orange Friday" is considered a "Big Orange Day."
- 3) University of Tennessee (Knoxville) and UT system T-Shirts (EX: "Big Orange, Big Ideas" shirts) are acceptable for Big Orange Day. However they are subject to the same restrictions as noted in Section G: T-Shirts below.

Section E: Casual Friday Attire

- 1) Non-uniformed employees are allowed to wear jeans on Casual Friday only.
- 2) Jeans must be clean and presentable and fit appropriately. They cannot have rips, holes, tears or fraying. Jeans should be without wrinkles or novelty items attached.
- 3) Jeans should not be worn when attending meetings involving individuals from outside Facilities Services.

Section F: Shoes and Footwear

- 1) Footwear must meet all safety requirements.
- 2) Steel Toed Shoes must be worn at all times by all non- exempt personnel, except office staff, while working at the University.
- 3) In addition to the above all personnel are required to wear Steel Toed Shoes while on an active job site or as required by safety regulations.
- 4) The exception to (1) and (2) are for employees in situations where safety requirements and concerns dictate other footwear (Ex: requirements for non-steel safety composite shoes for Electricians) In those cases these safety requirements will dictate.
- 5) In situations where an employee presents their manager a Doctor's Statement with a diagnosis saying that he/she cannot wear steel toed shoes, the Doctor's Statement will be forwarded to the Administrative Services office. In these situations the University will purchase satisfactory alternate protective footwear (EX: ceramic toed shoes) if available.
- 6) If the employee cannot be accommodated with alternate protective footwear, the Doctor's Statement will be sent to the ADA Coordinator, in the Office of Equity and Diversity, for evaluation of the situation.
- 7) Employees cannot work without foot protection required by this policy. If, thru no fault of the employee, safety shoes are not available to the employee at the start of their shift then temporary foot protection such as "Pro-Tek-To" shoe cover will be issued. If the employee has safety shoes but does not bring them to work the employee must be sent home to get their safety shoes and return to work. The employee can use accrued annual or personal leave for this absence.

Section G: T-Shirts

- 1) Other than on Big Orange Day only Facilities Services T-shirts are allowed and only by those employees issued the shirts. T-shirts are to be worn tucked-in, clean, with no holes or rips and without modifications (such as removing sleeves).
- 2) When traveling to/from job sites, the regular uniform shirt is to be worn over the t-shirt. The uniform shirt is to be worn properly buttoned and tucked-in.
- 3) At the job site, when outdoors or in an unusually hot environment, the top shirt may be removed and the t-shirt may be worn without the regular uniform shirt.

Section H: Picture Identification Badges

- 1) Employees must wear Facilities Services Picture Identification Badges at all times.
- 2) Picture Identification Badges are to be prominently displayed on the front of employees so the badge is clearly visible to others.
- 3) For safety reasons Picture IDs should be clip on or on breakaway lanyards.



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Section I: Safety Requirements and Attire

- 1) Employees should be aware of the use of safety and personal protective equipment.
- 2) Some of these requirements are outlined in this policy but it is **not** an all-encompassing list. All employees must follow all university, state and federal safety requirements at all times even if they are not specifically listed in this policy.
- 3) Supervisors are responsible for insuring all employees know and follow all university, state and federal safety requirements, that their uniforms meet these requirements and for addressing issues regarding safety requirements.
- 4) Employees performing electrical work must comply with OSHA requirements requiring wearing Arc Flash (FR) clothing for Persons performing electrical work. Those requirements are detailed in Attachment #1.
- 5) All personnel are required to wear Hard Hats while on an active job site as per OSHA and other requirements. Hard Hats should not have non-UT stickers on them.
- 6) All employees are required to wear safety glasses as per OSHA and other requirements.

Section J: Unacceptable Attire

Examples of unacceptable attire include but are not limited to the following:

- 1) Suggestive attire: For example see-through garment which reveal undergarments, halter tops, bare midriff/bare back tops, tank tops/muscle shirts, clothing with holes, low-cut garments which reveal cleavage, low cut or low riding pants or other revealing clothing.
- 2) Attire with alcohol, profanity, illegal substances, cigarettes/tobacco, political messages and/or sexually explicit graphics or language.
- 3) Attire with language or graphics offensive to racial, gender, religious or other groups
- 4) Sweatshirts (when worn inside), sweatpants, leggings, shorts.
- 5) Shoes – Beach sandals, flip-flops, tennis and canvas shoes.
- 6) Clothing with logos from non-UTK Universities or teams

Section K: Professional Conduct

- 1) Employees will respect the diversity of individuals in the workplace.
- 2) Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on Facilities Services.
- 3) Employees will comply with the University's policies including the prohibition of smoking:
 - a) In every University-owned or leased motor vehicle.
 - b) Within 25 feet of every building on campus.
- 4) The use of all Tobacco products, including Chewing Tobacco, is prohibited during the work shift or while representing the University. Tobacco use will be limited to only during an employee break and away from the designated work area(s). Per university policy, the use of tobacco will be designated only in areas a minimum 25-foot distance from campus buildings. Staff should remain away from public walkways to prevent pedestrians from having to walk through smoke or tobacco use as they enter facilities.

Section L: Employee Responsibilities

- 1) Employees are accountable for keeping uniforms in good and clean condition, and should not require excessive replacements.
- 2) Employees should be aware of the use of safety and personal protective equipment. All employees must follow university, state and federal safety requirements at all times.

Section M: Supervisor Responsibilities

- 1) Supervisors are to ensure each full time uniformed employee has a minimum of 5 uniforms in good repair.
- 2) Supervisors are responsible for ensuring all employees know and follow all university, state and federal safety requirements, that their uniforms meet these requirements and for addressing issues regarding safety requirements. Supervisors are responsible for the enforcement of the policy, and violations of the policy may be cause for disciplinary action up to and including termination of employment.



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- 3) Directors may designate attire for special work assignments consistent with the intent of the professional appearance and safety concerns of the department. They can also designate accommodations when thru no fault of the employee uniforms are unavailable.

Section N: Violation of Standards

- 1) Employees who violate these standards will receive the following disciplinary action:
 - a) The first violation will result in an oral warning;
 - b) The second violation will result in a written warning;
 - c) The third violation will result in a final written warning;
 - d) The fourth violation will result in the employee being placed on administrative leave pending the outcome of a pre-termination hearing.
- 2) Should employee report to work dressed inappropriately, or in violation of personal protective equipment guidelines, for example, not wearing steel-toed or another approved shoe, he/she will not only receive a formal disciplinary action, but he/she will not be permitted to work. In the event of being sent home, the employee may either elect to use accrued annual or personal leave for the hours missed, or be placed in an unpaid absence status.

Section O: Specifications & Assignment

- 1) All Facilities Services uniformed employees will be assigned a total of 5 uniforms which may consist of any combination of approved pants and shirts.
- 2) New uniformed employees will be assigned up to 5 uniforms as soon as possible and preferable by their start date.
- 3) Current employees can replace old uniforms with new uniforms once they can show the old uniforms are no longer usable and not in good repair.