

**THE UNIVERSITY OF TENNESSEE
FACILITIES SERVICES DEPARTMENT
UNIFORM CAP POLICY
AND ISSUE FORM**

Facilities Services Department caps are the only caps authorized to be worn on the job by uniformed employees and by temporary employees who would be uniformed if they were in a regular positions. These employees may individually choose whether to wear a uniform cap. They caps are considered to be part of the uniform for employees to whom they are issued. Caps are also available to those non-uniformed employees whose work regularly requires them to be out of the office on campus.

Caps are to be worn clean, with the bill facing forward. Caps that can no longer be washed clean may be exchanged for a replacement through Central Supply.

Caps are to be worn in accordance with the Professional Image and Uniform Policy. Head Gear which displays the University of Tennessee, Facilities Services logo may be worn during the work day, but is required to be worn in the traditional manner (hat bill facing front). Other than religious headwear no other head gear is acceptable.

The only exception to the above referenced statement from the Professional Image and Uniform Policy will be for Big Orange Days.

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 [this includes UT caps] 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 A.

THIS SECTION TO BE COMPLETED BY SHOP

Shop Number: _____

By signing below and accepting the cap issued to me by the Facilities Services Department, I agree to comply with the policy stated above. (NOTE: Employee signature required below for cap issue.)

Type of cap: 100% COTTON (LOW PROFILE)

Employee Name: _____
(Print)

(Employee signature)

Date: _____

Shop Approval: _____
(Supervisor signature)

Date: _____

THIS SECTION FOR CENTRAL SUPPLY USE ONLY

Type of cap: 100% COTTON (LOW PROFILE)

Issued By: _____
(Name)

Date: _____

**THE UNIVERSITY OF TENNESSEE
FACILITIES SERVICES DEPARTMENT
UNIFORM T-SHIRT POLICY
AND ISSUE FORM**

Facilities Services Department uniform t-shirts will be issued only as follows:

- To **regular** uniformed employees who often work outdoors or in unusually hot indoor environments. Those eligible employees are as follows:
 - Construction
 - Steam Plant
 - Central Supply (warehouse only)
 - Plumbing Services
 - Zone Maintenance
 - Building Finishes (Carpenters only)
 - RRT
 - Landscape ServicesThese employees will be issued **three (3) t-shirts** each as a supplement to their regular uniforms.

- To employees required to wear Fire Retardant (FR) uniforms. These employees cannot wear poly/ cotton t-shirts as a matter of safety. They will be issued five (5) t-shirts each to be worn with their FR uniforms. The employees will be responsible for care and laundering of these t-shirts as they are not part of the FR uniform rental program.

In accordance with the Professional Image and Uniform Policy:

- These t-shirts are considered to be uniforms for employees to whom they are issued. They are to be worn tucked-in, clean, with no holes or rips, and without modification (such as removing the sleeves).
- When traveling to/from the job site, the regular uniform shirt is to be worn over the t-shirt. The uniform shirt is to be worn properly buttoned and tucked-in.
- At the job site, when outdoors or in an unusually hot indoor environment the top shirt may be removed and the t-shirt may be worn without the regular uniform shirt.

THIS SECTION TO BE COMPLETED BY SHOP

Shop Number: _____

Shirt Size Requested: _____

By signing below and accepting the Facilities Services Department t-shirts issued to me, I acknowledge the policy stated above. (NOTE: Employee signature required below for T-shirt issue.)

Employee Name: _____
(print)

(employee signature)

Date: _____

Shop Approval: _____
(supervisor signature)

Date: _____

THIS SECTION FOR CENTRAL SUPPLY USE ONLY

Size Issued: _____

Quantity Issued: _____

Issued By: _____
(name)

Date: _____