

Facilities Services Department

Professional Image and Uniform Procedure

Applies to: All Employees in Facilities Services

Issued: November 26, 2012

Updated: February 24, 2023

PROCEDURE

This procedure 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.

ACCOUNTABILITY

We are a team, and as such, each individual represents the department as a whole. Every employee is to be held accountable for personal appearance. This reflects on you as an individual and the entire department. Additionally, Supervisors are to ensure their direct reports comply with this procedure. This procedure is applicable at all levels. We are **ALL** responsible for taking the time to familiarize ourselves with the procedure, fully understand it, and comply with all aspects as written.

DEFINITIONS

- 1) **Professional Business Attire** – Professional dress means: professional pants, or dress skirts, dress shirts, business tops, 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. Skirts or capris should be knee- length or longer. 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) **Casual Friday** – On Fridays, non-uniformed employees may choose to wear clean, presentable jeans that fit appropriately without rips or embellishment. T-shirts are not permitted unless in accordance with “Big Orange Friday” guidelines. Casual Friday does not apply whenever an employee is attending meetings involving individuals from outside of Facilities Services.

PROCEDURE GUIDELINES

Section A: All Facilities Services Employees

- 1) Employees are expected to portray a professional appearance/image. This includes good personal hygiene, with hair and facial hair clean and groomed.
- 2) Clothing must be clean, neat, presentable, fit properly, free of profanity/offensive language and be in good repair.
- 3) Shirt tails must be tucked in and shirts must be buttoned. Tops may be worn out if the style of that garment so indicates.
- 4) 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.

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- 5) Facilities Services will provide a logoed cap that 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. Staff working outside may wear a full-brim hat as additional sun protection. Knit caps can be worn seasonally in brand colors (orange, black or grey). Other than religious headwear, no other head gear is acceptable.
- 6) If the employee does not bring their uniform and/or safety shoes to work, the employee will be required to go home to get their proper attire and return to work. The employee shall be clocked out for time away from the jobsite.

Section B: Uniformed Employees

- 1) Service and maintenance employees are required to wear a Facilities Services uniform.
- 2) Staff have the option to wear buttoned shirts or smocks. Shirts are to be buttoned and tucked into uniform pants. Smocks may be worn un-tucked.
- 3) Probationary/Temporary Employees:
 - a) Facilities Services T-Shirts and PPE needed to perform duties (including safety footwear) will be provided.
 - b) Jeans may be worn during the probation/temporary employment period until uniforms are received. Jeans must be in good condition and free of holes, tears, and distressed areas.
 - c) Uniforms based on specific designation for the assigned work area will be issued as soon as possible,

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.

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) Casual attire 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 for the work being performed.
- 2) Safety-Toed Shoes must be worn by all non-exempt personnel, except office staff and Building Services personnel. Slip resistant shoes must be worn by all Building Services personnel.
- 3) ALL personnel are required to wear Safety-Toed Shoes while on an active job site per OSHA and other safety regulations.

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- 4) In situations where an employee presents to 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.
- 5) 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.
- 6) Employees cannot work without foot protection required by this procedure. If, through 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.

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) Special Event T-Shirts should only be worn for those specified events.
- 3) When traveling to/from job sites, the regular uniform shirt is to be worn over the Facilities Services t-shirt. The uniform shirt is to be worn properly buttoned and tucked-in.
- 4) At the job site, when outdoors or in an unusually hot environment, the top shirt may be removed and the Facilities Services 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.

Section I: Safety Requirements and Attire

- 1) Employees should be aware of the use of safety and personal protective equipment (PPE).
- 2) Some of these requirements are outlined in this procedure 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 procedure. Adaptations will be made in response to changing requirements (i.e. face coverings, etc.).
- 3) 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.
- 4) Employees performing electrical work must comply with OSHA requirements requiring wearing Arc Flash (FR) clothing.
- 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) When issued, all employees are required to wear Personal Protective Equipment (PPE) to include, but not limited to: safety glasses, hearing protection, safety harnesses, etc. as per OSHA and other safety regulations. As such, headphones and/or earbuds are not to be worn if hearing protection is required by OSHA regulations.

Section J: Unacceptable Attire

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

- 1) Suggestive attire: For example, see-through garments 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.

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- 3) Attire with language or graphics offensive to racial, gender, religious or other groups
- 4) Hooded shirts/"Hoodies", sweatpants, yoga pants, shorts.
- 5) Shoes – Beach sandals or flip-flops.
- 6) Clothing with logos from non-UTK Universities or teams

Section K: Employee Responsibilities

- 1) Employees are accountable for turning in each week's uniforms for cleaning and pressing. Uniforms should be cared for in a manner that does not require excessive replacements.
- 2) The employee should communicate to the vendor the need to repair or replace damaged or stained uniforms with tags supplied by the vendor.
- 3) Employees should be aware of the use of safety and PPE. All employees must follow university, state and federal safety requirements at all times.
- 4) Please follow the procedures provided by the Uniform Coordinator if you need to Transfer, Change Sizes, or if you are leaving UTK. Items that are not properly returned will incur charges.

Section L: Supervisor Responsibilities

- 1) Supervisors are to ensure each full-time uniformed employee has an adequate number of 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 procedure, and violations of the procedure may be cause for disciplinary action up to and including termination of employment.
- 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 through no fault of the employee uniforms are unavailable.

Section M: Violation of Standards

- 1) Employees who violate these standards will receive disciplinary action:
 - a) The first violation will result in a documented oral warning;
 - b) A pattern of non-compliance may lead to further disciplinary action, up to and including termination.
- 2) Should employee report to work dressed inappropriately, or in violation of personal protective equipment guidelines, for example, not wearing safety-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 shall clock out for time away from the jobsite.

Section N: Specifications & Assignment

- 1) All Facilities Services uniformed employees will be assigned uniforms as soon as possible, which may consist of any combination of approved pants and shirts.
- 2) 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. Vendor procedures must be followed to acquire replacement uniforms.

Section O: Student and Government Sponsored Assistants

- 1) Students and government sponsored assistants are to adhere to the uniform procedure with the exception of jeans. Jeans should be clean and presentable with no rips, holes, tears or fraying. Shorts may not be worn.
- 2) Students working in roles where PPE is issued should adhere to all requirements.