


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-05
Subject:	Personnel - Uniform Issuance	Effective Date:	June, 1992
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All Facilities trade personnel shall wear issued uniforms and follow the institutional and departmental guidelines established for uniform standards.

Purpose

To establish and provide the Facilities Maintenance personnel with a uniform standard for employees to enhance the image of their profession and improve the image of the Facilities Maintenance Department as a whole.

Procedure

The following UT Uniform Standards will be implemented:

1. UT I.D. badge must be displayed at all times.
2. Shirts must be tucked in at all times and buttoned within two from the top.
3. Shirt sleeves may not be rolled up more than twice the width of the cuff/hem.
4. T-shirts may not be emblazoned.
5. Pant legs will be non-cuffed and not rolled up.
6. Belts, if issued, shall be worn at all times with the standard-issue belt buckle.
7. Socks/stockings must be solid color (white, brown, blue, green, black) or natural.
8. Accessories (necklaces, pins, etc.) must not be offensive, present a safety hazard, or call attention to the wearer.
9. Shoes must be steel toed boots or shoes as issued by UT; either brown or black (white where appropriate).
10. Established departmental rules supplementing these standards will be maintained.

The Facilities Maintenance Department will supplement these standards with the following:

1. Damaged and worn-out clothing will be replaced by the UT provided that the damage and wear is caused by normal work being performed at the UT and is approved by the appropriate Manager within the department.
2. All worn or damaged clothing issued by UT must be returned to the Manager prior to any reissue.
3. UT Facilities Maintenance Department will provide each employee uniforms as specified within the Labor Management Agreement, Article 52.1, page 42. The employee may elect to purchase additional uniforms for their convenience at their cost. However, any supplemental uniforms must match the color and manufacturer of the departmental issued uniforms.
4. Tennis or athletic shoes are not permitted to be worn at any time.
5. The Manager reserves the right to have an employee work in a coverall or other protective clothing if the Manager feels the accomplishment of a particular work activity will threaten the condition of a uniform.
6. UT will not provide new uniforms as the result of an individual increasing or decreasing their physical stature. Should such an event occur, such as an increase/decrease in weight, the employee will be responsible for securing and purchasing new uniforms.
7. All uniforms remain the property of UT. Any abuse or intentional destruction of the uniform is subject to severe disciplinary action.
8. Upon termination of employment, the individual will be required to return all uniforms or reimburse the UT for the costs of the uniforms.