

## UNIFORMS

**Section:** Human Resources

**Policy:** University Housing follows the University of Georgia uniform requirements policy located at <http://policies.uga.edu/Human-Resources/Employment/Employment-Related-Policies/Uniform-Requirements>. Uniforms will be provided to employees per the following guidelines.

**Purpose:** The purpose of this policy is to provide information regarding uniforms for employees. Uniforms are deemed necessary for safety purposes for the employee and to allow ease of identification within the residence halls in the execution of their duties. Whenever uniforms are required by University Housing as a condition for the proper performance of official duties, such uniforms will be provided and the cost will be applied to the appropriate expense account.

**Scope:** This policy applies to all full-time and part time staff.

**Procedure:**

- I. Uniform requirements are subject to change depending on the nature of work. Items listed are to be provided by the department.

Clothing Item	Building Service Worker	Skilled Trades	Facilities Supervisor	Housing IT Staff	Housing Security Guard	Housing Security Senior Guard
six work shirts long or short sleeve, full color logo, gray in color		X				
six khaki colored work pants	X	X				
six polos, men's or women's style, full color logo, black in color	X					
one softshell jacket full colored logo, black in color	X	X	X	X	X (no logo)	X (no logo)
Cobbler apron, black in color, <i>(available upon request)</i>	X					
six business-casual pants, men's or women's style, khaki in color			X			
six business-casual button-down shirts, men's or women's style, long or short sleeve, full color logo, light blue in color			X			
five uniform t-shirts, black in color					X	
five uniform pants, black in color					X	
Five polo shirts, black in color						X

five uniform pants, khaki in color						<b>X</b>
Nylon duty belt					<b>X</b>	<b>X</b>
glove pouch					<b>X</b>	<b>X</b>
flashlight holder					<b>X</b>	<b>X</b>
radio holder					<b>X</b>	<b>X</b>
black footwear (\$90 annual allowance)					<b>X</b>	<b>X</b>
two polos for move-in, full colored logo	All full-time staff who are not already provided a uniform					

- II. In addition to the items listed above, each Facilities supervisor, building services worker, skilled trades worker or IT staff is required to wear closed-toe shoes supplied at the employee's expense. Security staff member are provided an annual allowance to purchase footwear.
- III. All full-time and temporary staff will be provided a UGA ID. All housing staff should be expected to produce a UGA ID upon request.
- IV. All safety and personal protective equipment such as general dust-protection face shields, safety goggles and safety glasses, clothing for welding, cutting and grinding will be made available by the shop. Annual prescription safety glasses allowance of \$250 is available for facilities staff by request through supervisor.
- V. Staff members shall begin their respective shift dressed in their issued uniform and shall remain in uniform until the end of their respective shift. If an employee is not in proper uniform at any time during his/her shift, the employee will be asked to clock out, return home to obtain the appropriate uniform and return to work.
- VI. Each individual is responsible for the laundering of their assigned uniforms. Facilities staff items in need of repair are to be turned into the supervisor and reported to the facilities procurement coordinator for the repair or replacement of the items. Other employees will be required to maintain their uniforms. Uniforms shall be kept in acceptable conditions as determined by the employee's supervisor. Should uniforms become damaged or worn and need to be replaced prior to the replacement cycle, replacements will be made on a one-for-one basis at the request of the employee and the discretion of the supervisor. Uniforms shall be provided on a cycle as established by each unit for University Housing.
- VII. Jackets are only ordered upon an employee's initial employment or if a need arises (e.g., normal wear-and tear).
- VIII. Special occasions/use:
  - a. Periodically the department may provide alternative uniforms (usually tops) to be worn on designated days by departmental staff members. Under these circumstances it would be acceptable to deviate from the standard uniform for those specific occasions.
  - b. Although not provided by the department, shorts may be worn by facilities staff members at director's discretion depending on duties to be performed on designated days only. These designated times will typically occur during the warm weather months.

- IX. Facilities student workers and summer temporary employees (i.e., building services, assistants for skilled trades) will be provided a t-shirt. These are to be worn by the temporary employees as uniforms.
- X. Upon separation from employment from University Housing, facilities staff must return all uniform clothing to the facilities procurement coordinator located in the University Village Main Office at 710 East Campus Rd, Athens Ga. 30602. Security staff are required to return all uniform items to the Residential Programs and Services administrative associate located in Creswell Hall.
- XI. Employees requesting an accommodation to this policy for medical reasons should contact their supervisor and the Housing Business and Human Resources Office.

Revised and approved by management team: April 2, 2019

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