

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 the work. Items listed are to be provided by the department.

Clothing Item	Residential Building Service Worker	Skilled Trades	Facilities Supervisor	Housing IT Staff	Housing Security Guard	Housing Security Senior Guard
Six gray work shirts long or short sleeve, full color logo		X				
Six khaki colored work pants	X	X				
Six black polos, men's or women's style, full color logo	X					
One black softshell jacket full colored logo	X	X	X	X	X	X
Black cobbler apron, <i>(available upon request)</i>	X					
Six khaki business-casual pants, men's or women's style			X			
Six light blue business-casual button-down shirts, men's or women's style, long or short sleeve, full color logo,			X			
Five black uniform t-shirts						

Five black uniform pants					X	X
Five gray polo shirts					X	X
Five khaki uniform pants						
Nylon duty belt					X	X
Glove pouch					X	X
Flashlight holder					X	X
Radio holder					X	X
Black footwear (\$105 allowance up to two times per year)					X	X
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, residential building services worker, utility worker, skilled trades worker or IT staff is required to wear closed-toe shoes supplied at the employee's expense. Security staff members are provided an allowance to purchase footwear up to two times per year.
- 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. Annual prescription safety glasses allowance of \$250 is available for facilities staff by request through the director. Expenses beyond \$250 for safety glasses are the employee's responsibility.
 - a. Supervisor or employee will [download University Health Center "Occupational Health Approval" form](#) from UHC website.
 - b. Supervisor will work with supervisee to complete all sections **EXCEPT**: UGAID, Depart. Account Name to be Charged, Chart String or Speedtype to be Charged, Dept. Contact Person, Dept. Contact Phone #, Dept. Contact E-Mail
 - c. Supervisor or supervisee will email form to purchasing manager in HBHR to review/complete form.
 - d. HBHR will complete account information and route to facilities director for approval.
 - e. HBHR will email the signed form back to the employee, supervisor and copy the University Health Center.
 - f. The University Health Center will then reach out to the employee to schedule an appointment.
- 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 their 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 administrative associate 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 (for employee's listed in Procedure I) 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., residential 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 administrative associate 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 security manager 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 11, 2023

Reviewed: February 4, 2021

Revised and approved by management team: April 2, 2019

Revised: March 2019