



Facilities and Operations **POLICY**

Applies to:	Marshall University Facilities and Operations Classified-Non Exempt Employees
Title:	Uniforms/Attire
Number:	MU-FO-02.08
Effective Date:	05/01/2026
Last Revision Date:	12/10/2021

PURPOSE: To provide expectations regarding employee dress code.

SCOPE: This procedure applies to all Facilities and Operations Classified-Non Exempt employees.

REFERENCES:

- Marshall University Classified Staff Handbook, Current Revision.

DISCUSSION: This procedure outlines how we expect our employees to dress while at work. Pending the position/department, an employee uniform allowance (shirts, pants and safety toed footwear) may be provided. Regardless of whether the uniform allowance is provided or not, employees should note that their appearance matters when representing Marshall University in front of students, faculty, staff, and visitors. An employee’s appearance can create a positive or negative impression that reflects on Marshall University and our overall culture. All employees are expected to be well-groomed and to have good hygiene.

PROCEDURE / POLICY:

The following are the guidelines regarding uniforms/attire worn at Marshall University:

- All employees are required to wear their Marshall University identification cards in a visible manner while on duty. Lanyards, carabiners, ID holders, etc. are available at the Facilities and Operations office. Personal lanyards, carabiners, ID holders, etc. are acceptable if they pose no safety risks. All lanyards worn around the neck are required to be break-away lanyards for safety purposes.
- Employees who are provided uniform allowances (shirts, pants, safety toed footwear, etc.) for daily wear are required to wear their uniforms while on duty. Employees are also required to maintain provided uniforms in proper working order (excluding normal wear and tear).
- Uniforms/attire must be neat and orderly. Shirts must be tucked in and button up shirts may have no more than the top two buttons un-buttoned while on duty.
- Stained or faded uniforms/attire is not acceptable and shall not be worn. Any unserviceable uniforms shall not be worn.



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- Closed toe footwear is required for all employees.
- All attire must be appropriate for the work being performed.
- Employees are expected to dress professionally. Attire that is offensive, revealing, inappropriate or political is not acceptable.
- Employees not issued uniform allowances are expected to dress in a manner consistent with their job duties, and their expected daily activities.
- All attire should be clean and in good shape. Any attire with rips, tears or holes is not acceptable.

Employees who receive a uniform allowance are required to wear safety toed footwear when on duty.

- All new employees eligible for the uniform allowance are required to have safety toed footwear prior to reporting for duty. New employees will receive the allowance at the next uniform cycle **AFTER** successful completion of the required six month probationary period.

University provided uniforms (shirts, sweatshirts, jackets) including safety toed footwear may be worn in route to and from work, however, the wearing of University provided uniforms while off duty is prohibited.

Failure to follow the guidelines set forth in this procedure may result in employees being asked to clock out and return to duty only when dressed in proper attire, and/or disciplinary action.

REVISION HISTORY:

- 07/01/2020 - Initial Revision.
- 12/10/2021 - All employees receiving a footwear stipend were required to wear safety toed footwear. Updating uniform policy to include safety toed footwear.
- 05/01/2026 – Revised to specify employees to whom the policy applies: Classified-Non Exempt and to update verbiage from provided uniforms to the uniform allowance system.