



## Physical Plant **POLICY GUIDELINES**

Applies to:	<b>Marshall University Physical Plant</b>
Title:	<b>Uniforms/Attire</b>
Number:	<b>MU-PP-02.08</b>
Effective Date:	12/10/2021
Last Revision Date:	07/01/2020

**PURPOSE:** To provide expectations regarding employee dress code.

**SCOPE:** Applies to all Physical Plant 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, employee uniforms such as shirts, pants and safety toed footwear may be provided. Regardless of whether uniforms are 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 Physical Plant. 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 uniforms (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 should be reported to the immediate supervisor for replacement, if applicable.



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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 uniforms are expected to dress in a manner consistent with their job duties, and their expected daily activities.
- All attire (whether company provided or not) should be clean and in good shape. Any attire with rips, tears or holes is not acceptable.
- Employees who receive a safety toed footwear stipend are required to wear safety toed footwear when on duty.
  - As of 01/01/2022, all new employees eligible for the safety toed footwear stipend are required to have safety toed footwear prior to reporting for duty. New employees will receive the stipend at the next uniform cycle **AFTER** successful completion of the required six month probationary period.

Positions with University provided uniforms will be provided an adequate number of uniforms upon initial hire and will be supplemented uniforms upon a recurring annual basis. Employees who do not properly care for their University provided uniforms resulting in an unacceptable appearance as outlined in this procedure may be required to purchase additional uniforms at their own out of pocket costs.

University provided uniforms 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: As of 10/1/2021, all employees receiving a footwear stipend were required to wear safety toed footwear. Updating uniform policy to include safety toed footwear.