

FACILITIES SERVICES UNIFORM POLICY

EFFECTIVE DATE: 12/6/2016

Scope

The Facilities Services Uniform Policy is to define the requirements for Facilities Services uniformed employees attire in addition to adding professional image information for the same group.

Reason for the Policy

The purpose of this policy is to establish guidelines for dress, appearance, and safety of all Facilities Services (FS) uniformed employees. The FS staff should present a visual identity that represents our professionalism and contribution to the university.

Definitions

- A. **Headwear** – Any cap or hat that covers the head. Bill of cap or hat must be front facing and must be a UH logo.
- B. **Jeans** – Pants or trousers being made of denim material that are clean and presentable, fit appropriately and without wrinkles. No novelty items, rips, holes, fraying or tears on jeans is allowed on Cougar Red Fridays.
- C. **Casual Friday Attire** - Any FS employee may participate in wearing a University of Houston polo shirt paired with jeans to support Cougar Red Fridays. Approved safety footwear is still required.

Uniform Specifications and Process

I. Uniform Specifications

- A. Each uniformed employee will be assigned a total of 11 uniforms which may consist of any combination of approved pants and shirts.
- B. Employees will be allowed to choose from the following uniform options, each of these items will be supplied by a contracted uniform vendor.
 - Black Cargo Pants
 - Black Flat-Front Pants
 - Grey Button-Up Shirt (short/long sleeve)
 - Red Short Sleeve Polo Shirt

- Red Button-Up Shirt (short/long sleeve)
- Red Smocks (custodians only)
- Blue Short Sleeve Polo Shirt (designated for supervisors only)
- Blue Button-Up Shirt (short/long sleeve, designated for supervisors only)
- Exec Blue Embroidered Shirt (long sleeve, designated for supervisors only)
- Exec Red Embroidered Shirt (long sleeve, designated for supervisors only)

- C. Fire Resistant uniforms will be issued to FS employees dependent upon the job responsibilities with a limit of 11 shirts and 11 pants.
 - Grey Fire Resistant Shirt (up to 9)
 - Red Fire Resistant Shirt (up to 2)
 - Blue Fire Resistant Pants (up to 11)
 - Fire Resistant Jeans (up to 2, Cougar Red Fridays only)
- D. Employees will be provided with one jacket or coat to be purchased by the shop's cost center. The type of jacket or coat will be determined by the type of job responsibilities and the supervisor's recommendation. Jackets/coats can be replaced every three years pending the return of the old jacket/coat and the supervisor's approval.
- E. Employees may have a University provided hat on an as needed basis per supervisor's discretion determined by the type of job responsibilities of the employee.
- F. Appropriate protective shoes relative to the type of work performed should be worn at all times. All staff that are in the field, working on projects or in shops require closed-toed shoes. Employees required to wear flame resistant uniforms must wear non-steel toe footwear made of safety composite.

II. Uniform Distribution & Replacements

- A. New employees will be assigned 11 sets of uniforms within one (1) week of their start date.
- B. Current employees can replace worn or damaged uniforms with new uniforms after presenting the old uniforms as no longer presentable.
- C. Paint related replacements will only be once per year. Short-sleeve coveralls will be issued to help lessen paint on uniforms. Employees are responsible for laundering the coveralls.
- D. A completed Uniform Order Form will be required for all new uniforms assigned.

III. Shoe Reimbursements

- A. Employees that are required to wear specialized shoes are eligible for reimbursement with supervisory approval.
- B. Reimbursable shoe amounts are as follows:

Shoe Type	Shop	Reimbursement Amount
Slip Resistant	Custodial	Up to \$50
Steel/Composite Toe Boots (Black or Brown)	All Other Shops	Up to \$100

Roles and Responsibilities

FS Uniformed Employee Responsibilities

- A. Service, maintenance and operation employees are required to wear a Facilities Services issued uniform.
- B. Employees are accountable for keeping uniforms in good and clean condition, and should not require excessive replacements. They must be clean, fit properly and in good repair.
- C. Shirts are to be buttoned and tucked into uniform pants. Custodial smocks may be worn un-tucked.
- D. A black belt or suspenders are to be worn with uniform pants.
- E. No open-toed shoes are permitted.
- F. Hats which display the University of Houston logos may be worn during the work day depending on the job responsibilities of the employee. If worn, they must be worn in the traditional manner (hat bill facing front) and not to be worn in meetings (other than religious headwear).
- G. Safety shoes must be slip resistant and steel toe or safety toe construction (composite). Accepted colors are brown or black and made of leather or leather-like material only.
- H. Casual Friday attire may be worn on Fridays.
- I. Identification badges are to be prominently displayed on every staff member so the photo is clearly visible to others.
- J. Employees should be knowledgeable on the use of their safety and personal protective equipment (PPE). For questions or concerns, contact the Environmental Health and Safety department. (uh.edu/ehls)

FS Supervisor Responsibilities

- A. Supervisors are to ensure all uniformed employees have been provided uniforms.
- B. Supervisors are to be designated by wearing blue shirts and black pants.
- C. Supervisors may designate attire for special work assignments consistent with the intent of the professional appearance and safety concerns of the department.
- D. Supervisors are responsible for the enforcement of the policy, and violations of the policy may be cause for disciplinary action up to and including termination of employment.

Office of Authorship and Revision History

Facilities Services Uniform Office

Revision Date: 12/6/2016

Revision Author: Uniform Administrator

Revision Date: 5/12/2017

Revision: Attached the revised Shoe Reimbursement Form to the Uniform Policy.

Revision Author: Facilities Policy Coordinator

**SHOE REIMBURSEMENT
REQUEST FORM**

EFFECTIVE DATE: 5/12/2017

To: Business Services

From: Facilities Services

Today's Date: _____

Cost Center: _____

Employee Information

Employee Name: _____

Service Area/Shop: _____

Today's Date: _____

Employee ID: _____

Address: _____

City: _____ Zip: _____

Purchase Information (Please indicate your purchase type.)

Shoe Reimbursements

- A. Employees that are required to wear specialized shoes are eligible for reimbursement with supervisory approval.
- B. Reimbursable shoe amounts are as follows:

<input checked="" type="checkbox"/> Shoe Type	Shop	Reimbursement Amount
<input type="checkbox"/> Slip Resistant	Custodial	Up to \$50
<input type="checkbox"/> Steel/Composite Toe Boots	Auto, Grounds, Labor, Skilled Trades Electrical, Elevator	Up to \$100

I certify that I have purchased ANSI approved safety shoes in compliance with Facilities/Construction Management Professional Image & Uniform Policy. Attached to this request is proof of ANSI approved shoe purchase and original receipt.

Employee Signature: _____ Date: _____

Director/Manager Name: _____ Approval Date: _____

Director/Manager Signature: _____