

Uniform/Appearance Guideline

All federal, state laws and university policies supersede departmental guidelines and procedures.

Department guidelines and procedures are subject to change at any time and staff are responsible for familiarizing themselves with current guidelines.

FACILITIES OPERATIONS AND MAINTENANCE GUIDELINES AND PROCEDURES

Date Issued: 03/01/09

Guideline # _____

O&M UNIFORM/APPEARANCE GUIDELINE

PURPOSE: To establish guidelines which will provide for a consistent and professional appearance of individuals employed by the Facilities Operations and Maintenance Services Department.

DEFINITIONS: Applies to all personnel who have been issued O&M uniforms.

GUIDELINE:
Employee Employees who are addressed in the “DEFINITIONS” section will:

- Wear unit approved uniform shirt and trousers each workday.
- For safety, shirt tails must be tucked in at all times.
- Wear only a uniform jacket if a jacket is worn.
- Wear only a uniform cap if cap is worn. Cap should be worn as originally designed; wearing caps backwards or to the side is prohibited. Unit issued knit caps can be worn during winter and straw caps for hot weather.
- Wearing of any clothing, which displays any product or vendor advertisement, is prohibited.
- All Fire Retardant uniforms must be worn as intended for safety and must be turned in for cleaning as fire retardant clothing requires specific cleaning instructions per CAL-OSHA
- Damaged uniform articles should be turned in for repair on the next uniform turn-in day.
- Uniforms must be neat and clean. A clean uniform should be kept at work for emergency cases.
- Employees may pick up coveralls from the Stockroom if necessary. Employees are responsible for turning in soiled uniforms according to the cleaning schedule to ensure that clean uniforms are available to wear daily.
- Employees should have good grooming and personal hygiene; Hair must be neat, clean and well trimmed. Hairstyles may not be extreme or serve as a distraction to others. Facial hair is acceptable but must be neat, clean and well-trimmed. Good

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personal hygiene includes no offensive body odor. Heavy scented colognes, perfumes and deodorants are to be avoided.

Supervisor: In alignment with FMS image of professionalism, every O&M Supervisor will have the responsibility of ensuring that each person working for his/her unit is properly attired and will insist on good grooming and personal hygiene.

Uniforms must be neat and clean. Wrinkled, damaged or dirty uniforms are unacceptable.

Good grooming and personal hygiene standards are to be maintained at all times while on duty.

PROCEDURE: The Operations and Maintenance Department will provide uniforms and uniform cleaning services at no cost to the employee.

Uniform shirts and trousers of 100% cotton may be provided to those employees who present a written request showing medical reason, from his/her physician.

Any employee who is not wearing unit approved uniform will be counseled and/or may be sent home to change. Non-exempt employees will have the time charged to accrued vacation or taken as leave without pay. If an employee is warned regarding unacceptable attire and/or sent home three times, a written warning will be issued and placed in the employee's personnel file. Continued disregard of the uniform guidelines may be cause for further disciplinary action, which may result in termination.

Upon termination from the university, uniforms will be collected by the supervisor and returned to the Stockroom for return to the uniform company.

<http://www.usc.edu/fms/docs/Dress%20Policy%20Edited%20June%202005.doc>
http://policies.usc.edu/policies/hiring_employment/attireandappearance070102.pdf

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