

FACILITIES SERVICES DIVISION – DRESS STANDARDS

I. PURPOSE

To define the dress standards for the Facilities Services Division personnel due to their high visibility on the campuses of Salt Lake Community College.

II. MISSION STATEMENT

We are dedicated to making a positive contribution to the professional atmosphere of the Facilities Services Division at Salt Lake Community College. By exhibiting a neat and clean appearance, we are more proficient in assisting and serving in a professional and courteous manner.

III. DEFINITIONS

A. Maintenance Personnel

- a. Crafts - Cabinetmakers, Carpenters, Electricians, Painters, Plumbers
- b. Custodial - Supervisors, Lead Custodians, Custodians, Utility Lead, Utility Supervisor, Utility Workers
- c. Grounds - Lead Grounds keepers, Grounds keepers, Grounds Mechanic, Irrigation Lead
- d. Heat Plant - Controls Technicians, Heat Plant Operators
- e. Locksmith, Signage Technician, Interior Design Specialist, MDC Supervisor, Courier, Warehouse Workers, Key Office Technicians, Mail Room Technicians.

B. Professional Staff – Assistant Vice President of Facilities, Assistant Director of Facilities, Administrative Assistant, Accountant, Maintenance Manager, Heat Plant Manager, Grounds Manager, Facilities Managers, Access and Resource Manager, Crafts Manager, Environmental Health & Safety Manager, Fire Marshal, Architect, Project Managers, Customer Service Coordinator, Fleet & Logistics Coordinator, Master Planning Coordinator, Mail Room Supervisor.

C. Clerical Staff - Specialists, Secretaries.

D. Hourly Employees - Those persons working at an hourly rate.

E. Work Attire - Uniforms provided by the College or neat, clean pants or other appropriate dress.

IV. POLICY

Work Uniforms – Uniforms and laundry service are provided by the division to all full-time maintenance personnel. Maintenance personnel are expected to report to work properly attired in their uniforms.

Shirts - It is mandatory that employees wear shirts provided by the college. Shirt tails are to be worn inside the pants. T-shirts may be worn in place of shirts. *Tank tops are not acceptable attire.* Failure to report to work in uniform will result in the employee being required to change into a uniform.

Pants are provided as part of the uniform. If the employee chooses not to wear the approved and provided pants then they must wear clean apparel that is equal

to or better than the pants provided.

Uniforms are to be identical in all cases, same style, color, lettering, logo, and will include the Facilities logo or the SLCC logo. Exceptions to work uniform requirements will be at special events where employees are requested to attend, wearing other appropriate clothing, which has been approved by both the department manager/supervisor and the Assistant Vice President of Facilities. The Custodial Maintenance Manager is the liaison between the employee, division, uniform committee, college, and the vendor.

Summer Dress – Refer to the policy on the Facilities web site.

SLCC Dress Code – Refer to the Human Resource website.

Identification Cards - Each employee shall be issued a lanyard, clip and identification card which must be worn and visible during their work shift.

Hats – Hats are provided as part of the uniform and are optional. Two will be provided each year for those who wear them. These hats are provided to coordinate with the uniform.

Footwear - Footwear is to be provided by the individual employee. Footwear shall be in good condition.

Weather Gear - Maintenance personnel will be provided with coveralls and inclement weather gear in specific circumstances. Contact your supervisor for assistance.

Personal Appearance - All employees are expected to look presentable, have proper hygiene (i.e. not exhibiting offensive nor noxious odors), and grooming standards. Hair must be neat, clean, and combed. Hair length will in no case interfere with work assignments or create a hazard. Employees shall be clean shaven or have mustaches and/or beards neatly trimmed. The image of the division is reflected by its employees.

Professional and Clerical Staff - Professional and clerical staff are expected to maintain a professional image in dress attire. Personnel are expected to wear clean shirts and pants during the regular work day. Proper work attire may be worn when physically participating in maintenance activities. In all cases, when working or cleaning in the industrial environment, exceptions to these standards may be approved by the immediate supervisor.

Standards for Safety: Rotating equipment will dictate the use of safety glasses for those operating or working in the near vicinity. Work boots or shoes shall be worn around all power equipment which is operated in the vicinity of the feet. Dangling earrings are not acceptable in the mechanical environment. Long hair will be neat and tied back.

Hourly Personnel - Hourly personnel are not provided with uniforms but are expected to wear clean clothes which reflect the image of the Facilities Division and comply with the Division's dress standards. **Shirts** - Hourly personnel shall wear either short or long sleeved shirts depending upon the work environment. *Sleeveless shirts and tank tops are not acceptable attire.* Clothing shall be free from exhibitions of suggestive, lewd, or other unacceptable symbolic portrayals or wording. **Pants** shall be ankle length, or shorts may be worn when appropriate, if they are not in conflict

with acceptable safety standards, and must be approved by the immediate supervisor. Footwear - Appropriate footwear will be required based upon the job duties.

10/2012