

SLCC Uniforms

1. [Dress Standards.pdf](#) (Click link to see full description of Dress standards)

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.

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. (*Winter & Summer hat*)

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

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.

HOW DO I ORDER UNIFORMS AND T-SHIRTS?

Full Time Maintenance Personnel

Unifirst services

5-day work week = 11 Unifirst shirts and pants

4-day work week = 9 Unifirst shirts and pants

Unifirst Shirts can be substituted with SLCC T-shirts or a combination of both.

SLCC T-shirt = 5 every six months, unless doing a combination

Hat - Summer and Winter

Part Time Employees

2 SLCC T-shirts every six months & Hat - Summer and Winter

Unifirst services

(See Full Time Employees for quantities)

To order Unifirst uniforms you will need to:

- 1) Fill out the Unifirst form
- 2) Choose your Pants style; you will need your waist and length size
- 3) Decide if you want to use their shirts, obtain T-shirts or a combination of both?
- 4) You will need your shirt size - Unifirst is Men sizes, T- shirts come in men's and women's
(women's run on a smaller size)
- 5) Do you need Short sleeve or Long sleeve right now?
- 6) Decide if you would like Unifirst to launder your uniform or do it yourself

UniFirst Clothing Choices

- Shirt – Light blue, Cotton/Poly blend, Button up, short or long sleeve
- Various pant options: Soft Twill - Tan Cargo, Wrangler Classic jeans, Wrangler Relaxed jeans, Dickies Carpenters jeans
- Clothes are gently used but can be new, there is no guarantee. They have been cleaned and sanitized.

Delivery Date

- Orders come in on Mondays and drop off is Fridays. If day lands on a holiday; Monday will be Tuesday and Friday will be Thursday.
- You will be given a locker at your main campus — If you are transferred to another Campus, it will be your responsibility to request a locker change, Contact the Facilities Crafts secretary in the Gunderson building. —

SLCC T-Shirts

- Sizes: Small to 6X; Talls are available in size Large to 4X (Tall not available in Women's).
Depending on inventory levels.
- Color: Royal Blue and Ash Gray.
- Sleeve: Long sleeves and short sleeves
- One additional Women's shirt choice is a Three-hole button-up (Blue only), Polo, long sleeve.

Damaged uniforms and T-shirts

- UniFirst Uniforms that are damaged, sizing issues, size changes, or other problems needs to be tagged with the yellow or orange tag available at the locker rooms or near the Unifirst drop off, **write on the tag** what the issue is, so that they can be repaired or replaced.
- Damaged or stained SLCC T-shirts can be replaced by coming into the Gunderson building to the Crafts secretary.

UniFirst Uniform Returns

What should I do if I will no longer work for the college or change departments outside of Facilities? It is your responsibility to notify the Crafts secretary in the Gunderson building, Room 116 have them sign the exit paper, and turn your uniforms into the UniFirst dirty clothes hamper. You will be charged for any UniFirst uniforms that are not received after the termination of your employment or the changing of departments. Make sure you are signed off on the exit form for turning them in.