PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 01.11: Dress Code and Uniform Policy

DATE: November 5, 2009

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to set forth the dress standards required for employees in this department. The objective of the dress code is to encourage employees to maintain personal appearance in a manner reflecting a good image and pride of ownership.

REVIEW

This PP/OP will be reviewed in October of each odd numbered year (ONY) by the associate managing director with recommendations forwarded to the managing director – physical plant.

POLICY/PROCEDURE

1. General Dress and Appearance for Administrative and Clerical Personnel

Physical Plant administrative and clerical employees are expected to dress in appropriate professional or business attire during the performance of their duties. It is important the Physical Plant’s employees present a good public image without distracting others by wearing outlandish or inappropriate attire.

The following is a partial list with examples of attire that will be considered inappropriate for the business of the Physical Plant

a. clothing that needs cleaning

b. clothing that has holes in it or is in need of repair

c. t-shirts, sweatshirts, and any apparel with inappropriate logos and or writing emblazoned on it (DOES NOT include appropriate Spirit Day attire),

d. shorts, short skirts, see-through or light-weight clothing without proper undergarments, and

e. flip flops/shower shoes, etc

2. General Dress and Appearance for Shop, Mail Services, Custodial Services, and Utility Plant Maintenance Personnel

PP/OP 01.11
a. Personal appearance is a direct reflection of the professionalism of Physical Plant employees, which reflects as much on the department as does the quality of service. Maintenance and services personnel are dispatched to jobs over the entire campus and are constantly in the public’s eye. Therefore, all clothing and accessories should be appropriate, functional, and safe for the type of work performed.

b. BMC shop, mail services, and utility plant maintenance personnel are issued shirts, trousers, and/or shorts to be worn while on the job. Shorts have been issued to Mail Carriers as part of the official warm weather uniform. These uniforms will be maintained under the provisions of a uniform contract at no expense to the employee. Appearance considered appropriate within the department includes:

1. matched uniform combinations,

2. wearing a uniform when reporting for the regular workday or scheduled overtime duties except when reporting for emergency after-hour callback or Mail Carriers who are scheduled for work assignments over the weekend or holidays,

3. Shirts buttoned,

4. No torn, frayed, or dirty uniform worn at the beginning of the workday,

5. Shirt tails tucked inside trousers, and trousers are worn around the waist, whether belted, suspendered, or worn snugly enough to keep them in place.

6. No sandals, flip flops/thongs, or sports-type shoes (tennis, sneakers, canvas) with the exception of shoes prescribed for medical conditions supported by a doctor's prescription or approved by a foreman for special job requirements. (MailTech mail carriers and custodial services personnel are allowed to wear tennis shoes, sneakers, etc. based on their job requirements.). The Physical Plant will supply safety foot wear or reimburse the employee up to $100 for safety foot wear (whichever is less) to those shop/area staff where a safety necessity exists.

7. No clothing/accessories that reflect poorly upon the department or the University.
c. Hair and beards must be neat, well groomed, and of such a length to be safe while performing work duties. Employees who are required to wear a respirator will be clean-shaven along the facial sealing surfaces of the respirator. Shoes should be sturdy, in good repair, and cover feet completely. Work clothes must be kept free from oil as much as possible in order to safeguard against fire hazards.

d. Jackets, coveralls, and caps will be issued on an as-needed basis to those staff members who are required to wear uniforms. Foremen will monitor weather conditions and work requirements to ensure the staff member is supplied with the appropriate protective clothing.

e. References are also available in PP/OP 02.01, Safety and Health Program, which outlines rules and policies regarding protective and safe clothing.

f. All uniform items will be monitored by the supervisor as well as the employee him/herself and the uniform contractor will be notified when repair is needed or replacement warranted.

g. When an employee leaves Texas Tech University Physical Plant employment under any condition, all pieces of the uniform, including shoes/boots, will be returned to the foreman/supervisor.

3. **Dress Code for Student Assistants**

   All student assistants are required to follow the guidelines outlined in this PP/OP. Clothing worn to class may not be appropriate for a business situation and the supervisor shall require the student to change before reporting to work at the Physical Plant if inappropriate attire is worn.

4. **Spirit Day Attire**

   The Chancellor has declared every Friday to be “Spirit Day.” Therefore, all personnel are authorized to wear relaxed attire on Fridays that represents their University spirit. Such attire will not deviate from the standards set forth in this policy. The intention of the declaration is to allow employees to wear red and black, clothing with an accredited logo, or other indications of support for Texas Tech University. This includes such items as blue jeans in good condition and not in need of repair, and t-shirts and sweatshirts that bear a symbol of the University and are approved for Spirit Friday attire.
5. Enforcement

a. The dress and appearance standards are to be consistently enforced by supervisors. Therefore, supervisors should carefully observe their employees each day to ensure compliance to this PP/OP utilizing progressive counseling and discipline to correct all noncompliance with this policy.

b. The annual performance evaluations should also be used to communicate an employee’s compliance with departmental dress and appearance policies. Employees who excessively abuse these standards will have the abuse noted in the performance evaluations, which may be subject to appropriate disciplinary action.

RESPONSIBILITIES

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<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
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<tbody>
<tr>
<td>Associate Managing Director – Physical Plant</td>
<td>Review</td>
<td>October (ONY)</td>
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Approved: ________________________________
Reviewer

Approved: ________________________________
Managing Director – Physical Plant