
Uniform Policy

Authority: Fletcher Technical Community College Effective Date: 10/05/2023
Finance and Administration

PURPOSE:

The Maintenance Department recognizes the need to provide clothing and/or uniforms to its employees in order to prevent damage to personal items as a result of the work required for certain jobs as well as to help promote employee identification on campus.

The purpose of this Uniform and Clothing Policy is to identify what clothing items should be provided to employees by the department and to provide guidance for the appropriate acquisition of such clothing.

Personal Protective Equipment (PPE) is not considered “clothing and/or uniforms” and will be provided by the department to any employee that needs it based on the type of work being performed. PPE will not be addressed in this policy.

POLICY STATEMENT:**Uniforms**

For this policy, “uniform” includes logoed shirts.

The Finance & Administration Department will coordinate the order and purchase of uniforms on behalf of the employees required to wear them on the job. The order will be made by PO or Check Request depending on most efficient method at the time of order.

Uniforms may vary by order, but to be considered a uniform they must:

- Be mandatory attire for work

- Include a Fletcher logo that is easily identifiable

 - Fletcher logo must be placed on the front of the shirts, preferably above the upper left chest pocket

 - Logos must be representative of the most recent College logo known, any uniforms displaying an old logo may still be worn by an employee, but no new uniforms may be purchased with the old logo

 - Questions regarding logos must be referred to the Marketing Department

- Not be worn as normal attire outside of work

POLICY/PROCEDURE:

Employee Categories

This policy covers all Maintenance employees. All positions within the Maintenance Department will be assigned to one of two categories to determine if uniforms are to be provided:

Category I: Field Worker – Physical Worker

Category II: Office

A description of each category is provided below. Newly created positions will be assigned to one of the categories by the Director based on the work that employee will be required to perform.

Category I: Field Services – Physical Work: Includes all positions that require the employee to spend time in the field where public contact often occurs and/or performing work where some wear and tear on clothing is expected. This category includes the positions of, but not limited to:

Maintenance Foreman

Maintenance Repairer I

Maintenance Repairer II

Category II: Office: Includes positions that require employees to spend the majority of their time in an office setting. Uniforms will not be required for this category. This category includes the positions of:

Director of Facilities Services

Administrative Assistant

Employees are reminded that the purchase of uniforms by the Maintenance Department for its employees is not a right or an entitlement. Instead, it is considered equipment necessary to do the work on behalf of the department and college. Individual preferences for style and color choices are only considered when appropriate.

Uniform Allotment

Each employee in Category I will receive the same allotment each year. That allotment shall be:

6 Logo shirts

6 Pants (Optional)

This will be considered the maximum allotment per employee for each fiscal year (July 1 – June 30). This does NOT mean that employees have to request the maximum amount. Employees should use discretion and only request items that are needed to perform the job required. If an employee has been given the maximum annual allotment and needs any of the items replaced due to damage or loss it will be the responsibility of the employee to replace these items.

Beginning of Employment

When an employee starts work they will receive their full annual allotment. If the employee's start date is after March 1 they will not be allowed to receive the next year's full allotment. They will be allowed half of the annual allotment. If the employee's start date is prior to March 1 they will be allowed to receive the next year's full allotment.

End of Employment

All uniforms bearing the Fletcher logo and/or purchased with college funds must be relinquished to the Maintenance Department upon the end of the employee’s employment with Fletcher. If items are not returned, Fletcher may pursue reimbursement for the amount spent in the past fiscal year on that employee.

Used uniforms should be assessed by the Director for applicable use by future seasonal, temporary, or new employees. The Director may have these clothing items laundered for use or may dispose of them if deemed unusable.

Laundry Services

Laundry equipment is not available at Fletcher. Employees are required to take their uniforms home and launder them each week.

Employees who come into contact with potentially hazardous or contaminated materials are encouraged to avoid taking those materials into their homes. If this should occur, the supervisor should be contacted immediately to assess the situation. The Director may have these clothing items laundered for the employee or may dispose of them if deemed unusable. If these items are deemed unusable they may be replaced at the Director’s discretion.

Cold Weather Gear

Depending on the temperature and the type of work required, cold weather gear may be considered PPE. The Director will make the determination should the need arise. Each new employee may be provided a logoed jacket for public identification in the winter.

REFERENCE: Adopted from Bossier Parish Community College’s Uniform Policy

DISTRIBUTION: Electronically via College’s email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
Governance Council	10/05/2023
Leadership Group	10/24/2023