



Facilities Management Services Division

DRESS AND PERSONAL APPEARANCE POLICY

Subject: Dress Appearance

Effective Date: January 08, 2009

Scope

This policy applies to all Facilities Management Services Division Employees.

Policy Statement

It is the policy of the division that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Action

Employees are expected to present a professional, businesslike image to our customers, university community, and the general public at all times. Acceptable personal appearance is an ongoing requirement of employment with the University. The standards are divided into two groups, uniform employees and non-uniform employees. If you have any questions regarding your placement, please contact your supervisor.

Uniform Employees

All craft and custodial employees will be issued uniforms, free of charge that must be worn daily. These employees will be responsible for keeping their uniforms neat and clean. Uniforms that have been damaged or torn may be returned for repair/replacement. The employee may be held responsible for the cost of replacing uniform parts due to negligence or loss. When an employee resigns or is terminated, the complete set(s) of uniforms must be turned in prior to clearing the university. Employees will be charged for all uniforms not returned. See your supervisor or other designated personnel for additional information. Uniforms will be sized to fit and will consist of the following:

Men's Uniform

6 Pants
6 Shirts* (Long or short sleeve)
1 Light Weight Jacket or
Hooded sweatshirt

Women's Uniform

6 Pants
6 Shirts/Smocks* (long or short sleeve)
1 Light Weight Jacket or
Hooded sweat shirt

1 Winter Jacket

1 Winter Jacket

or

1 Baseball type caps

6 Dresses

1 Baseball type caps

** Men & Women may substitute up to 2 short sleeve polo type shirts for the work shirts/smocks. The polo shirts are a one time order and will not be replaced by the division. Employees may purchase shirts at their own expense.*

Employees must provide their own belts, socks, or hose, and shoes. All uniforms should be clean and neat in appearance. Pressing or ironing the uniform is preferred.

New Uniform Employees

New uniform employees will be issued 6 sets of uniforms. If available, the uniform employees will be issued vests to wear daily until their uniforms arrive. The vest must be returned when the employee picks up his or her uniforms.

Temporary Employees

Temporary uniforms employees will not be issued uniforms. If available, the temporary employees will be issued vests to wear daily. The type and color of pants that must be worn will be determined by the individual department. The vest must be returned at the end of temporary employment. Polo shirts, Light Weight Jackets, Hooded Sweat Shirts will not be issued to temporary employees

Hats

Only Facilities issued hats or a dark blue or black knit hat (winter months) are permissible. If a hat is worn, it must be one of the above. There are no substitutes. No panther hats, no GSU logo hats, no athletic team hats, no other hats will be permitted. The exception is for head covering worn for religious or medical purposes. Also, the bib of the hat must be worn forward.

Name Tags/ Badges

When ordering your uniform, you have the option to list your first name, or first initial and last name. Name tags or badges may not be altered; changed; taped over; modified and or blacked out.

Supervisory /Administrative Personnel

If your supervisor deems it necessary, supervisory or administrative personnel may be issued uniforms (button down or polo style Facilities insignia). If pants are not included as a part of your uniform, you will be required to wear the designated colored pants for your unit.

Uniform Employees

Uniform/Accessory Standards

Item	To present a professional image	Uniform will be
1	Shirts (M & W)	Neat, clean, pressed, proper fit, in good condition, buttoned (except for collar & top button) and tucked in at the waist.
2	Shirts Polo (M & W)	Neat, clean, pressed, proper fit, in good condition, completely buttoned (except for top button) and tucked in at the waist.
3	Smocks (Women)	Neat, clean, pressed, proper fit, in good condition, buttoned to one below collar or midway waist if undershirt or blouse is worn.
4	Pants (M & W)	Neat, clean, pressed, proper fit, in good condition, all buttons buttoned, zippers zipped, and snaps snapped.
5	Footwear/Shoes	Dark color (Steel toed safety shoes recommended except for electricians)
6	Hats/Head coverings	Only Facilities issued hats or a dark blue or black knit hat (winter months) or if the covering is religious apparel or medically necessary is permissible.
7	Socks	Must be worn at all times
8	Belts (M & W)	Must be worn at all times
9	Suspenders	Men only
10	Neck Scarves	No scarves on job site
11	Overcoats/Jackets	Uniform jackets during work hours
12	Watch	Should not present a safety hazard
13	Bracelet	Should not present a safety hazard
14	Rings	Should not present a safety hazard, no more than 3 recommended
15	Sunglasses	May not be worn in-doors nor in lieu of safety glasses.
16	Necklaces	Concealed under collar or undershirt
17	Beepers & Cellphones	See Cellphone Policy
18	Headphones & Earphones	Prohibited unless required to perform duties, ie., ear plugs, noise reducers, etc.

Non-Uniform Employees

Employees are expected to dress at a minimum in business casual attire. During the summer months (Memorial Day to Labor Day) the university president may relax the normal dress code to provide a more practical and comfortable clothing standard.

Fridays throughout the year will be designated as Dress- Down Fridays. It is the intent that each employee may choose to wear less formal attire as long as clothing is in good taste and will not negatively affect the Institute's image.

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15.	Necklaces	Concealed under collar or undershirt	Concealed under collar or undershirt
16.	Cellphones	(See cellphone policy)	(See cellphone policy)
17.	Headphones/ Earphones	May not be worn while performing duties (exception for safety related headphone)	May not be worn while performing duties (exception for safety related headphones)

Women

Item		Limited contact with Public	Professional contact with Public
1.	Coats/Jackets	No Coats Required	Professional discretion
2.	Shirts	Blouses with sleeves or over garment	Blouses with sleeves or over garment
3.	Pants /Slacks	Dress Slacks, Classic trouser or pressed Khakis	Dress Slacks, Classic trouser or pressed Khakis
4.	Skirts	Should be one length, and no more than three inches about the knee	Should be one length, and no more than three inches about the knee
5.	Footwear/Shoes	Casual, Hard Bottom (no sandals, except in summer)	Shined, in good repair
6.	Belts	Required for all pants with belt loops.	Required for all pants with belt loops.
7.	Dresses	Should be one length, no more than three inches above the knee and must have sleeves or worn with an over garment	Should be one length, no more than three inches above the knee and must have sleeves or worn with an over garment
8.	Scarf	Optional	Optional
9.	Overcoats	Optional	Optional
10.	Watch	Optional	Optional
11.	Bracelet	Conservative and does not present a safety hazard	Conservative and does not present a safety hazard
12.	Rings	Conservative and does not present a safety hazard	Conservative and does not present a safety hazard
13.	Sunglasses	Should not be worn indoors and cannot be worn in lieu of safety glasses	Should not be worn indoors and cannot be worn in lieu of safety glasses
14.	Beepers/ Cellphones	(See cellphone policy)	(See cellphone policy)
15.	Headphones/ Earphones	May not be worn while performing duties (exception for safety related headphone)	May not be worn while performing duties (exception for safety related headphones)

Acceptable personal appearance is an ongoing responsibility of each employee. Specifically, "common sense" should be the basic guideline and employees should not wear suggestive attire, athletic clothing, shorts, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike image. Blue jeans, GSU logo sweatshirts or denim pants can only be worn on dress-down Fridays. If your job duties dictates that you must occasionally come in contact with dirt, oil, paint, etc., that might soil your clothes; you should wear disposable coveralls. Coveralls can be checked out from the warehouse or available at the Customer Communications Center Help Desk.

As always, supervisors are responsible for determining appropriate dress for each specific work situation or environment. Radical departures from conventional dress or personal grooming standards will not be permitted. When dealing with customers and the public, your attire should be consistent with a positive business image.

The matrix below applies year round but may be modified by either the university president or the vice president for Finance & Administration. Business casual attire is defined as follows:

***Non-Uniform Employees**

MEN

Item		Limited contact with Public	Professional contact with Public
1.	Coats/Jackets	No Coats or Ties Required	Jacket/Coat Required
2	Shirts	Button down, Polo type, banded collar. Turtleneck/mock/crewneck must be worn with a sports jacket. <i>Shirts must be tucked into pants</i>	Able to accommodate tie. <i>Shirts must be tucked into pants.</i> Turtleneck/mock/crewneck must be worn with a sports jacket
3.	Pants /Slacks	Dress Slacks, Classic trouser or pressed Khakis	Dress Slacks, Classic trouser or pressed Khakis
4.	Footwear/Shoes	Casual, Hard Bottom (no sandals or clogs)	Shined, in good repair (no sandals or clogs)
5.	Hats/Head coverings	Not appropriate indoors, unless religious apparel or medically necessary	Not appropriate indoors, unless religious apparel or medically necessary
6.	Socks	Must be worn daily	Must be worn daily
7.	Belts	Required for all pants with belt loops.	Required for all pants with belt loops.
8.	Suspenders	Optional	Optional
9.	Scarf	Optional	Optional
10.	Overcoats	Optional	Optional
11.	Watch	Optional	Optional
12.	Bracelet	Conservative and does not present a safety hazard	Conservative and does not present a safety hazard
13.	Rings	Conservative and does not present a safety hazard	Conservative and does not present a safety hazard
14.	Sunglasses	Should not be worn indoors and cannot be worn in lieu of safety glasses	Should not be worn indoors and cannot be worn in lieu of safety glasses

Business casual attire is NOT

<i>Cargo Pants</i>	<i>Sweat Shirts</i>	<i>Leggings</i>
<i>Muscle Shirts</i>	<i>Tee Shirts</i>	<i>Tank Tops</i>
<i>Bare Midriffs</i>	<i>Spaghetti Straps</i>	<i>Mini-skirts</i>
<i>Flip Flops</i>	<i>Baseball caps</i>	<i>Bandanas</i>
<i>Jogging Suits</i>	<i>Athletic Shoes</i>	<i>Sweat Pants</i>
<i>Men Sandals</i>	<i>Shorts</i>	<i>Back out</i>
<i>*Denim Jeans</i>	<i>*Denim Shirts</i>	
<i>Knee Length Capri Pants</i>		

The above items are not considered appropriate business casual attire and the wearing of these items will be considered as a violation of this policy.

** Denim jeans, GSU logo sweatshirts, and denim shirts may be worn on dress-down Fridays.*

Student Assistants/GRA/Workstudy

Student Assistants types are expected to dress neatly and present themselves in a professional manner. Student Assistant types are expected to adhere to the causal business dress standards listed in section 2 A, with the following exceptions:

Denim athletic shoes jogging suits

**** Employees may purchase additional polo styled shirts at their expense from the Customer Communications Center***

Infractions:

Any employee who does not meet the standards of this policy will be required to take corrective action. Corrective action may include leaving the premises and or other forms of progressive disciplinary action. Employees sent home will not be paid for time away from work.

If you have any questions or concerns, please contact your supervisor or the Administrative Manager. Employees who fail to comply with this policy may be subject to disciplinary action inclusive of termination.