

UMD Facilities Management Clothing Policy

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Effective: March 2020

Created: 2000

Policy Owner:
UMD Facilities Management

Policy Contact:
Lorrie Kinn 726-7525

Policy Statement

For the protection and safety of Facilities Management employees, as well as students, faculty and staff of the campus, Facilities Management participates in a program to provide articles of clothing which identify employees of the department.

Reason for Policy

This policy provides security for our employees and the UMD campus community by identifying FM employees in areas they may be assigned to work but are unfamiliar to the occupants. This practice also gives FM employees a professional image and visual recognition as they perform their various assignments.

Procedures

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Procedure Overview

When provided, employees are expected to wear department purchased clothing at all times while on duty. If an employee chooses not to participate, they will be required to display their name badge on the upper left portion of their shirt. Clothing should be neat, clean, and free of holes and stains. When the clothing is no longer presentable for work, the employee will turn in the damaged clothing to the stockroom for disposal.

An employee wearing FM clothing while working indoors must wear the Facilities Management logo as their outermost layer, so the logo is clearly visible at all times.

Employees

Each FM employee is allowed \$150.00 in clothing (if approved) and safety footwear (if required) each fiscal year.

Students

Student employees will be allowed 1 shirt (short or long-sleeved T-shirt) per 8 hours of regularly scheduled work per week (40 hours = 5 shirts, 20 hours = 3 shirts). Shirts must be returned when a student terminates employment with FM for security identification reasons.

All student employees are expected to participate in the program. It is the supervisor's responsibility to monitor the distribution, wear and collection of the shirts to keep the program from being abused.

Ordering Information for all FM Employees

Orders for students are placed through FAMIS. Orders for full-time staff are ordered online. No returns will be made except for problems with clothing workmanship, embroidery mistakes, or vendor error between what was provided and what was ordered. Facilities Management Purchasing is responsible for the administration of this program and the primary contact is Lorrie Kinn, 726-7525.

Employees will return worn clothing to the Central Stockroom for disposal.

All clothing must be returned to Facilities Management by any employee terminating employment for campus security identification reasons. The clothing should be turned into the employee's immediate supervisor on or before the employee's last day of employment.

Responsibilities

Supervisors are also responsible for returning all surrendered employee clothing to the Central Stockroom for those employees leaving FM.

History

This policy complements and/or supersedes the accompanying department/shop policies:

- *Clothing Program Policy, 2020*
- *Clothing Program Policy, 2014*
- *Clothing Program Policy, 2008*
- *Clothing Program Policy, 2000*
- *Dress Code/Personal Appearance, July 1998*
- *Identification Badges, July 27, 1998*
- *Employer Provided Clothing and Identification Badges, July 10, 1998*
- *Shirt Committee Memo, August 21, 1991*
- *Plant Services Uniform Shirts Memo, March 7, 1991*
- *Meeting Summary Memo, June 6, 1991*
- *Recommendations for Phase II Implementation Memo, March 31, 2000*
- **This policy does not interfere with department policies regarding safety wear, i.e., safety boots, protective eyewear.**