

Subject

Uniform Policy

Purpose

To establish guidelines for care, wearing and responsibility for uniforms.

Policy and Procedure

All employees, except supervisors and office staff, will be issued eleven sets of uniforms. These uniforms are rented from a local vendor, who cleans them weekly, and repairs them as necessary.

1. All trades personnel issued uniforms are required to wear them while on duty (regular shift, overtime shift, emergency call-ins, rounds, etc.) at Augusta State University.
2. Uniforms are only to be worn while on duty. Do not wear the uniform to any other place of employment, or working around the home.
3. A fresh uniform shall be worn daily, Monday to Friday, and on Saturday graduations. For other weekend work, each employee will take care to wear clean, previously worn uniforms.
4. If an employee chooses to wear a hat, it will only be the issued Physical Plant cap, and it shall be worn straight and with the bill facing forward.
5. Uniforms and caps will be worn as issued. Personnel are not to "decorate" either uniforms or caps with pins, buttons, patches, etc., and are not to remove any portions of the uniforms or caps.
6. Shirts will be tucked in at the waist; pants will not be tucked into socks or shoes.

7. Do not wear the uniform articles with non-uniform articles; uniforms must be worn as a set. During cold weather, a solid color white or dark blue turtle-neck, or thermal wear shirt may be worn under the uniform shirt.
8. Shirts are to be worn buttoned at least to the second button from the top.
9. If jackets are worn during work hours, they shall only be the jackets issued to them.

Care of Uniforms

1. Except for personnel assigned to the P.E.A.C., soiled uniforms will be brought in as a single bundle and deposited at the uniform drop-off/pick up location in the Grounds Warehouse by 8:00 AM each Wednesday. P.E.A.C. personnel will bring their uniforms to the designation location at the P.E.A.C. by 8:00 A.M. each Wednesday. If drop-off time and date are missed, uniforms may be taken to Cintas at 529 Laney Walker Blvd. before Thursday evening.
2. Clean uniforms will be picked-up at the drop-off/pick-up location in the Grounds Warehouse, or P.E.A.C., as appropriate, at the end of the working day each Wednesday.
3. For uniforms needing a change in size, alteration, mending, or repair, attach a note to the clothing article identifying the need for work (location and type). Keep these garments separate from the bundled garments just requiring laundering.
4. Do not modify the uniforms in any way.
5. Immediately notify your Supervisor, if your uniforms are not returned to you by the vendor on Wednesday.
6. If you require a different size uniform, contact your Supervisor.

Responsibility for Uniforms

1. Personnel leaving employment at Augusta State University must turn in all issued uniform sets before leaving, or the replacement cost of the missing uniforms will be deducted from their last pay check.

