Facilities Planning and Management

Policies and Procedures

Policy Title: Uniforms   **Effective Date: May 01, 2009**

SUMMARY:

This policy outlines the uniform standards for employees of the department of Facilities Planning and Management of Coastal Carolina University.

POLICY:

Uniforms

Uniforms are mandatory for all Facilities Planning and Management staff members except office and administrative personnel. All employees whether provided uniforms or not, will be required to dress appropriately and in good taste as required of an educational campus.

Staff members during prescribed periods of the year, as approved by the Director of Facilities Management may wear shorts or Capri pants as a part of their uniform. These items must match the uniform colors and must look appropriate for work. They must not be more than two (2) inches above the knee and must be hemmed, appropriate, neat and in good taste. Shirts, belts, socks and other accessories worn unless otherwise prescribed by a physician should match, or be appropriate with the uniform and present a professional appearance.

Procedure

1) Facilities Planning and Management will initially provide the Operations Staff with seven (7) uniform sets. Staff will receive two (2) new sets of uniforms each year during the month of May.

2) Facilities Planning and Management staff are responsible for cleaning their own uniforms and having them presentable to wear to work each day.

3) Any uniform, damaged to the point that the staff member can no longer wear it, should be returned to Facilities Planning and Management for possible replacement.

4) Facilities Planning and Management will issue required special items of clothing, such as protective clothing, rain gear and the like, as approved by the Director of Facilities Management.

5) If any Facilities Planning and Management staff member decides to leave Coastal Carolina University or is terminated for any reason, the staff member is required to turn all uniforms back in to their appropriate supervisor.