

## College Procedure: 404.22 – Non-Exempt Facilities Employee Uniforms

Policy Reference:	404 – Employment Relationship
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities and Public Safety
Effective Date:	01/01/2017
Version Number:	4
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

---

### Reason for Procedure

Providing uniforms, Kirkwood identification badges, radios and personal protective equipment (PPE) helps protect Facilities personnel from certain job hazards unique to the department and provides identification to faculty, staff, students, and the community. This procedure establishes Facilities uniform wear and distribution guidelines. The procedure also outlines the initial purchase of uniforms for new employees and sets expectations for the replacement of worn, ill-fitting or damaged clothing and PPE items.

### The Procedure

Filler All uniformed Facilities/Public Safety employees in the following operating areas, except exempt staff, may order uniform items when the employee has passed their 90-day probationary period. Each Facilities areas daily uniform requirements are broken out below:

#### Overall Uniform Requirements:

- Appropriate job-related footwear (Stipend)
- Grey work pants (Stipend)
- Blue top with “Kirkwood (area)” embroidery
  - Any visible undershirt worn by Kirkwood employees shall be required to be either white or corresponding blue
- Any item worn over blue standard top, must also be blue with Kirkwood branding
- Kirkwood branded and/or plain blue baseball/stocking cap (must be worn forward)
- High Viz Jacket
- Kirkwood Identification Badge visible at all times

- Employees will wear their Kirkwood issued ID badge (henceforth referred to as "ID") at all times while performing work duties on campus
- ID's will be worn in a visible location at all times on campus
- ID's will be worn via a Kirkwood issued rip away lanyard or a form of ID retractor
  - Non-rip away lanyards are strictly prohibited due to employee safety

#### **T-Shirt Requirements:**

- T-Shirts will be available to Grounds, Maintenance, and Custodial staff only.
  - Only available in blue
- T-Shirts will be worn in a professional manner, which is determined, within reason, by supervisor.
- T-Shirts will be ordered once a year
  - Supervisor discretion on quality of t-shirt and if it should be replaced outside of yearly order

#### **Hat Requirements:**

- Baseball style caps will be available to Grounds, Maintenance, and Custodial staff.
  - Hat is required to be worn facing forward in an appropriate manner, and must have the following attributes,
    - Kirkwood branded
    - Kirkwood blue if no Kirkwood identifier/logo is present
- Winter stocking caps will be available to Grounds, Maintenance, and appropriate Custodial staff.
  - Hat is required to be worn facing forward in an appropriate manner, and must have the following attributes,
    - Kirkwood branded
    - Kirkwood blue if no Kirkwood identifier/logo is present
  - Employees that are a part of the snow removal crews are exempt from this item during snow removal operations.
- Summer sun hats will be available to Grounds staff only.
  - Hat is required to be worn facing forward in an appropriate manner, and must have the following attributes,
    - Kirkwood branded
    - Kirkwood blue if no Kirkwood identifier/logo is present

The Vice President of Facilities determines which positions are required to wear uniform clothing items. Management may modify the uniform or exempt employees from wearing uniform clothing. Exemptions or modifications are for specific situations (such as the need for the accommodation of religious principles or where an appropriate size/fit uniform cannot be obtained). In such cases, the employee will be specifically advised that he/she is exempted from the requirement but will be required to wear appropriate identification at all times.

#### **General Guidelines:**

1. Eligible employees are initially issued a stipend for uniforms. Uniforms may only be modified to tailor for fit (such as hemming pants).
2. The College shall replenish with a stipend yearly, budget dependent, provided replacement is not necessitated by gross negligence or malicious intent. In individual cases where an employee's duties have resulted in significant wear, the employee shall present the worn items to management for replacement consideration.
3. Designated employees and those required to work outside in winter weather will receive an insulated reflective safety coat. Outerwear will be replaced when it is in poor condition due to normal wear and tear.
4. Certain employees are required to wear clothing that is arc flash rated. Additional items, such as, safety glasses, coverall, etc., are considered personal protective equipment (PPE), NOT uniforms. These uniforms and PPE are issued according to job duties.
5. Safety footwear will be issued to all non-exempt employees via Departmental stipend. These items may vary by division. Recommended shoes, that fit job duties, will be selected for each division by the Vice President of Facilities and/or Supervisor. If an employee wishes to purchase footwear different than the department standard, he/she must choose footwear that has safety ratings as good as or better than the basic footwear identified and pay any additional cost. Safety footwear will be replaced annually unless approved by the employee's supervisor.
6. Part time and Seasonal employee uniform requirements will be left to their supervisor's discretion.
7. Upon termination, all uniform items shall be returned to Facilities.

#### **Wearing the Uniform:**

1. All employees issued uniforms, including Kirkwood identification badges and radios, are required to wear them when performing their job duties.
2. The employee's supervisor and/or the Vice President of Facilities must approve any deviations from this procedure, including ordering additional uniforms. If a request is made on the basis of a medical issue, it shall be the employee's responsibility to request a medical waiver through their supervisor. Requests due to religious matter should be discussed with Human Resources to determine what, if any, documentation is appropriate.

3. Employees issued uniforms are required to wear them in a presentable and professional manner. Employees are required to clean and maintain their uniforms at their own expense. No alterations or additions to this attire (such as patches or insignias) may be made without management approval.
  - a. Hemming of uniform pants due to a lack of employee's size availability will be covered by Kirkwood.
4. The uniform may not be worn off the job except while commuting to or from the workplace. It is a violation of this procedure to wear the uniform while in private employment elsewhere, or when self-employed.
5. Management may specify occasions or locations when certain items are required, or when certain items may not be worn.
6. Failure to properly wear required uniform items(s), unless a specific exemption has been approved, or wearing the uniform contrary to the provisions of this procedure is considered a disciplinary offense and may subject employee to action up to and including termination.
7. Ball caps and stocking caps may be worn with the uniform. Each will be worn forward facing and publicly appropriate. All ball caps and stocking caps will be Kirkwood branded or plain.

#### **Ordering Replacement Uniforms during the Routine Cycle:**

1. A designee chosen by the Vice President of Facilities will notify supervisors and employees of the upcoming replacement uniform order. Employees are responsible for submitting their uniform order by the deadline and can request a measuring session from the designee.
2. The designee will distribute uniforms. Employees must sign to verify receipt.
3. Once uniforms have been issued, employees have two working days to try them on and, if unsatisfactory, must notify the designee so items may be returned for exchange.

#### **Ordering Replacement Uniforms Out of Cycle:**

1. Damaged articles may be replaced at the discretion of the employees' supervisor. Appeals should be directed to the Vice President of Facilities. Replacements will be issued through the designee to allow tracking and verification of replacement.
2. Employees that experience significant weight loss/gain that results in the need for replacement items must bring their request to their supervisor. Once approved, replacements can be ordered through the designee.
3. In cases where an employee has altered (other than tailoring for fit approved by supervisor), damaged, or has been careless or negligent in the loss or destruction of his/her uniforms, the cost of replacement uniforms may be charged to the employee, at the discretion of their supervisor and/or Vice President of Facilities. Cases of gross negligence or deliberate destruction of departmental property may result in additional administrative and/or disciplinary actions.

### Ordering Uniforms at the Employee's Expense:

1. Employees who are not issued uniforms, and those who wish to order additional uniform(s), may purchase them through Facilities and/or Divisional Storefront at their own expense.

### References

404.8 – DRESS CODE

### Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	01/01/2017	Melissa Jensen, Senior Director, Facilities and Public Safety	New procedure
2	05/30/2018	Cabinet	New template
3	09/10/2019	Cabinet	Revision
4	07/01/2022	Cabinet	Revised for new Facilities' non-exempt uniform standards