

**College Procedure: 404.22 – Facilities and Public Safety
Uniform Procedure**

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 and public safety personnel from job hazards unique to the department and ensures clear identification to faculty, staff, students, and the community.

This procedure establishes guidelines for distribution and required wear of facilities and public safety uniforms. The procedure also outlines the initial purchase of uniforms for new employees and sets expectations for the replacement of worn, ill-fitting or damaged uniform and PPE.

The Procedure

Filler All uniformed Facilities and Public Safety employees may order uniform items when the employee has passed their Orientation period.

Daily uniform requirements are as follows:

- Appropriate job-related footwear (Voucher)
- Grey work pants (Voucher)
- Approved tops with “Kirkwood Facilities or Public Safety” embroidery(Stipend)
- Preferred Kirkwood branded and/or plain blue baseball/stocking cap (must be worn forward)
- High Viz Jacket (Optional)
- 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 are available via Kirkwood warehouse and must be checked out using the check-out system by the employees supervisor
 - Only available in blue
 - T-Shirts will be worn in a professional manner, which is determined, within reason, by supervisor.
 - T-shirts are 1st come and 1st serve and restocked annually.

Facilities and Public Safety leadership determines which FT or PT 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 (determined by their Supervisor and/or Director) are initially issued a boot, and pant voucher to purchase these items following their initial on-boarding. Based on availability, T-shirts will be assigned by your supervisor. The Cintas order stipend will be issued to the employee following the 120 day probationary status.
2. 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.
3. 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.
4. Public Safety officers are required to follow their own Public Safety uniform procedures
5. Safety footwear will be issued to all non-exempt employees via Departmental stipend. These items may vary by department. Recommended shoes, that fit job duties, will be selected for each department leader. 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. The College shall replenish with a stipend and vouchers 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.

7. Upon termination, all uniform items shall be returned at the supervisor's discussion.

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. Any deviations from the this procedure, including ordering additional uniforms, must be approved by the VP of Operations. 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.
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. 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.
6. Ball caps and stocking caps may be worn with the uniform. Each will be worn forward facing and publicly appropriate. Prefer ball caps and stocking caps to be Kirkwood branded or plain.

Ordering Uniforms:

1. Employees are responsible for submitting their uniform order by the deadline.
2. Employees who experience significant weight loss/gain resulting 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 Operations. Cases of gross negligence or deliberate destruction of departmental property may result in additional administrative and/or disciplinary actions.

4. Employees who are not issued uniforms, and those who wish to order additional uniform, outside the stipend allowance may purchase 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
5	03/10/2026	Cabinet	Revised Process and Language