PURPOSE

This policy ensures that Facilities Services Department (FSD) staff is properly attired to:

- Make the employee easily recognizable
- Assure professional and appropriate attire and appearance
- Be united in form
- Provide protection and safety, as applicable

SCOPE

This policy applies to all FSD administrative faculty and classified staff.

DRESS DEFINITIONS

Casual – A casual work dress code allows employees to wear clothing that is comfortable but still appropriate in a working environment. Some examples of acceptable casual dress wear include blue jeans, T-shirts, industrial work shirts, tennis shoes, and work boots. Shorts may only be worn the Monday after Spring Commencement to the Friday before Fall Semester begins; the appropriate attire for managers is long pants. Some examples of unacceptable casual dress include halter tops, sheer blouses, sweatpants, spaghetti-strapped tops, beach wear, cutoffs, wrinkled, torn, stained or dirty clothing, mini-skirts or flip-flops, jeans with holes or patches, shirts with inappropriate verbiage.
Business Casual – A business casual dress code projects a professional, business-like image while experiencing the comfort of casual clothing. Some examples of acceptable business casual include dress pants, khaki trousers, capris, long or short-sleeved collared or polo shirts, ties (optional), blouses, loafers, or dressy slip-ons, sport coat or blazer, sweaters, and knit pullovers, casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Jeans, while not the preferred standard, may be acceptable as long as they are not faded or have holes or patches on them.

Business Formal – A business formal dress code projects a professional image appropriate for a formal setting. Examples of acceptable business formal wear include suits, jackets, trousers or skirts, ties or scarves, polished shoes, and high heels.

In all instances, the determination of the appropriateness of attire relative to the nature of work or business need is at the discretion of the manager or director.

Non-uniformed Employees
Non-uniformed employees are expected to dress in attire appropriate to a business workplace. Attire should not distract from or disrupt the work environment. Office employees should dress with safety in mind, and appropriate footwear should be worn at all times. Office employees visiting job sites should wear appropriate personal protective equipment and clothing. Employee attire should reflect a level of modesty appropriate to the workplace. Employees should also practice proper personal hygiene so as to not become a distraction to other employees or customers in the workplace.

FSD employees should dress appropriately for their particular work area keeping in mind not only their planned interaction with customers/peers/vendors, but their co-workers as well. In addition, consideration should always be given to the fact that standard business attire might be required on very short notice to attend a meeting or consult with a customer.

Casual Day Fridays: Fridays are designated as a “casual” dress day for non-uniformed employees. This is an optional program as employees may not have an appropriate casual wardrobe or they may have a meeting that requires dress in regular business attire for that day.

Uniformed Employees
Uniforms are prescribed by the department and must be worn during working hours while on duty, including emergency calls for service and planned overtime, including assignments at athletic events. Uniforms must be clean, and in good repair when reporting to work. If the required uniform is unavailable for any reason (for new or temporary employees), employees are expected to comply with the general requirements for all employees, cited above and any departmental guidelines that may be available for such circumstances. Uniforms should not be worn while off duty.

Fire Rated and Motor Pool issued uniforms are laundered by the department and are turned in for cleaning on a routine and timely basis, as established by the supervisor.

Shoes, as part of a required uniform, must be ANSI Z41 approved. Employees must wear shoes appropriate for their job functions.
GENERAL

It is the intent of the FSD to present a neat, clean, and easily identifiable dress for staff members. To achieve this, it is required that employees adhere to the Staff Dress Policy. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. Attire must also be appropriate to the type of work being performed and take into account the expectations of the area served. Clothing should not have rips, tears, tattered edges or patches. Any hats, belts or garments worn should be appropriate to the workplace and should not display messages advocating violence; promoting alcohol, drugs or illegal substances; or contain profanity or any graphics or words that demean or ridicule others.

RESPONSIBILITY

Supervisor’s Responsibility
It is the supervisor’s responsibility to ensure employees wear appropriate attire in compliance with this policy. It is the supervisors responsibly to consult and provide employees with appropriate uniforms. A supervisor ensures that employees are appropriately dressed for work including, if appropriate, uniform, safety or slip-resistant shoes, and safety eyewear or other personal protective equipment. The employee’s immediate supervisor is responsible for ensuring that the uniform is worn properly. Supervisors are responsible for ensuring that all provisions of this standard practice regarding care and replacement of uniforms are followed. The supervisor will determine when other replacements will be made due to non-repairable uniforms or other extenuating circumstances.

Employee’s Responsibility
It is the employee’s responsibility to participate in uniform consultations and to report to their supervisor any problem or damages with received uniforms. If clothing items are not laundered by the department, the employee is responsible to launder and do minor repairs, such as button replacements. An employee must be appropriately attired for work at the beginning of his or her work shift, which may include wearing a uniform if in a uniform-designated job position; wearing safety shoes or fire rated clothing if required by the position; or dressed in personal attire appropriate to the position if the job does not require a uniform.

SPECIFIC DRESS ITEMS

Uniform Replacement Schedule
Employees are issued uniform items as listed in Appendix A upon employment, and three additional replacement shirts on an annual basis, except for the liner/jacket, which are issued every five years. Where protective safety shoes are mandated, an allowance is issued every other year. Employees may keep items upon separation, except for jackets, Fire Rated and Fleet Services uniforms. The employee must return those items by the last day of employment. If items are not returned the value of the item is deducted from the employee’s last paycheck.
Protective Safety Boot Allowance
If designated, the employee is issued a non-taxable $125 allowance by paycheck to purchase protective safety boots upon hire. All mandated employees receive a $125 stipend every odd year, during the first payroll period in January, thereafter unless initially hired six months prior. If hired six months prior to January, the employee becomes eligible for the allowance the next odd year (example: If hired in October 2014, the next allowance is issued in January 2017) for the allowance.

Employees with Construction Coordination or Management Responsibilities
When working in or around a restricted construction site, employees are required to wear hard sole shoes and the appropriate safety gear consisting minimally of a hard hat and reflective safety vest. Other protective gear may also be required, such as safety glasses and/or goggle and respirators. Open toed shoes are not permitted. Construction site safety gear is issued to each employee with project oversight responsibilities as listed in Appendix A.

IMPLEMENTATION
Each FSD supervisor shall ensure review of and compliance with the policy.

TRAINING
Each supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed annually.

COMPLIANCE
Compliance with FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.
# APPENDIX A – FSD Uniformed Employees

<table>
<thead>
<tr>
<th>Shop</th>
<th>Fire Rated Coveralls</th>
<th>Jacket</th>
<th>Fire Rated Shirts/Pants/Jacket</th>
<th>Uniform Shirts</th>
<th>Uniform/T-Shirts</th>
<th>Safety Toe Boot Allowance</th>
<th>Appropriate PPE</th>
<th>Uniform Shirts/Pants</th>
<th>Hard Hat/Reflective Safety Vests</th>
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