Policy Statement

For the protection and safety of Facilities Management employees, as well as students, faculty and staff of the campus, Facilities Management participates in a program to provide articles of clothing which identify employees of the department.

Reason for Policy

This policy provides security for our employees and the UMD campus community by identifying FM employees in areas they may be assigned to work but are unfamiliar to the occupants. This practice also gives FM employees a professional image and visual recognition as they perform their various assignments.

Procedures

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Procedure Overview

When provided, employees are expected to wear department purchased clothing at all times while on duty. If an employee chooses not to participate, they will be required to display their name badge on the upper left portion of their shirt. Clothing should be neat, clean, and free of holes and stains. When the clothing is no longer presentable for work, the employee’s supervisor will collect the damaged clothing and authorize replacement.

An employee wearing FM clothing while working indoors must wear the Facilities Management logo as their outermost layer, so the logo is clearly visible at all times.

Employees

Each new FM employee is allowed the following:
• 7 shirts (short or long-sleeved T-shirts) for the first order
• 1 hat for employees with outdoor assignments

All subsequent orders are for replacement only.

Employees in the following groups are included in this program:
• Custodial
• BSAC/Electrical
• Fleet/Grounds
• General Construction
• Mechanics/Heating Plant
• Planners
• Technical Support
Employees in the following groups may also take advantage of this program. The number of items issued and wearing requirements are at the manager’s discretion. These groups are:

- Office/Mailroom/Materials Management
- Project Management
- Supervisors/Managers

**Students**

Student employees will be allowed 1 shirt (short or long-sleeved T-shirt) per 8 hours of regularly scheduled work per week (40 hours = 5 shirts, 20 hours = 3 shirts). Student employees who work outside will also be allowed one hat. Shirts and hats must be returned when a student terminates employment with FM for security identification reasons.

**All student employees are expected to participate in the program.** It is the supervisor’s responsibility to monitor the distribution, wear and collection of the shirts to keep the program from being abused.

**Ordering Information for all FM Employees**

Orders are placed through FAMIS. No returns will be made except for problems with clothing workmanship, embroidery mistakes, or vendor error between what was provided and what was ordered. Facilities Management Purchasing is responsible for the administration of this program and the primary contact is Lorrie Kinn, 726-7525.

Clothing will be replaced as needed with the supervisor’s approval. Worn clothing must be turned in to the employee’s supervisor prior to ordering replacement(s). Supervisors will return worn clothing to the Central Stockroom for disposal. Employees may purchase additional clothing beyond the determined package at the employee’s expense.

All clothing must be returned to Facilities Management by any employee terminating employment, other than retirement, for campus security identification reasons. The clothing should be turned in to the employee’s immediate supervisor on or before the employee’s last day of employment.

**Responsibilities**

Supervisors are responsible for monitoring and approving all clothing purchase requests. Supervisors are also responsible for returning all surrendered employee clothing to the Central Stockroom.

**History**

This policy complements and/or supersedes the accompanying department/shop polices:

- Clothing Program Policy, 2014
- Clothing Program Policy, 2008
- Clothing Program Policy, 2000
- Dress Code/Personal Appearance, July 1998
- Identification Badges, July 27, 1998
- Employer Provided Clothing and Identification Badges, July 10, 1998
- Shirt Committee Memo, August 21, 1991
- Plant Services Uniform Shirts Memo, March 7, 1991
- Meeting Summary Memo, June 6, 1991
- Recommendations for Phase II Implementation Memo, March 31, 2000

**This policy does not interfere with department policies regarding safety wear, i.e., safety boots, protective eyewear.**