Uniform Program Procedure

Effective Date: 09/05/25
Section: Facilities and Services

Purpose:

This procedure will provide employees with a clear understanding of the uniform expectations and outline guidelines for Facilities Management employees.

Eligible Employees:

All employees are required to comply with the uniform expectations of Facilities Management. This includes all temps, student workers, and part-time employees. All employees will choose between **four (4) options** in order to be in compliance with the uniform expectations. Employees are eligible for uniforms immediately upon hire some departments may require employees to work a certain number of months before being eligible to participate in the uniform program. Please check with your immediate supervisor for details. Employees must return uniforms immediately upon departure. *Please note: Some employees may be in a position that requires them to wear uniforms that comply with National Fire Protection Association (NFPA) or Occupational Safety and Health Administration (OSHA) guidelines.

Options:

One of four (4) uniform programs may be selected by the employee:

1. Rental of tops and/or bottoms **with** laundry service included
2. Rental of tops and/or bottoms **without** laundry service included
3. Employee purchase of an ASU shirt with licensed, official logo; shirt can be worn with bottoms of your choice; as long as the bottoms meet other specified criteria within the uniform FMOP
4. Business Attire (as defined in the uniform FMOP)

When opting for the first or second program, the employee must enroll through the Business Support Office. Employees will adhere to specific guidelines as outlined by the uniform vendor contract, as well as, follow the rules set forth in the uniform FMOP.

Uniform Programs:

1. Rental of tops and/or bottoms **with** laundry service included:

Employees will be allowed to choose from specific colors and styles that are consistent with the guidelines set forth in the uniform FMOP and contingent upon the garment options that are offered from the uniform vendor. Employees will be provided eleven (11) tops and/or bottoms, along with two (2) jackets (when requested). If only bottoms are rented, the employee must wear an ASU shirt purchased on their own, or business attire. Color options for the rental program include black or grey. *Please note: some departments may have reduced number of uniforms for their employees. Please check with your supervisor on the number of uniforms allowed.

2. Rental of tops and/or bottoms **without** laundry service included:

Employees will be allowed to choose from specific colors and styles that

are consistent with the guidelines set forth in the uniform FMOP and contingent upon the garment options that are offered from the uniform vendor. Employees will be provided seven (7) tops and/or bottoms, along with two (2) jackets (when requested). If only bottoms are rented, the employee must wear an ASU shirt purchased on their own, or business attire. Color options for the rental program include black or grey.

3. Employee purchase of ASU shirt with a licensed, official logo:

Employees may opt to wear an ASU shirt with a licensed, official logo. Name tags printed with the official logo will be provided for those who do not want to have their shirts embroidered or screen printed with the logo. T-shirts will NOT be allowed. The ASU shirt may be paired with bottoms of your choice; however, bottoms must meet acceptable guidelines as outlined in the uniform FMOP (meaning they must be free of holes, etc.). The ASU shirt may be purchased (via payroll deduction) from the uniform vendor at the employee’s expense. Color options for the employee purchase program include black, red, or white.

4. Business Attire:

Employees may opt to wear business attire, as their position allows. Business attire is further defined in the section of the uniform FMOP labeled “Business Attire.”

Business Attire:

Employees that opt to wear business attire are expected to wear business attire that reflects a professional image. Acceptable business attire includes the following:

- **Slacks, Pants, and Suit Pants**: Pant styles must be appropriate style for office wear. Inappropriate pant styles include non-traditional blue jeans (jeans with holes, rips, tears, or messages on them), sweatpants, exercise pants, and shorts. Pants should also fit appropriately.

- **Skirts, Dresses, and Skirted Suits:** Dresses and skirts that are knee length are acceptable. Inappropriate dresses and skirts include things such as spaghetti-strap and styles that do not fit appropriately (either too short or too tight).

- **Shirts, Blouses, and Jackets:** Casual shirts, dress shirts, sweaters and polo type shirts are among those styles that are acceptable for work.

Inappropriate styles include t-shirts, midriff tops, etc. T-shirts may be worn as an undergarment only.

- **Shoes and Footwear:** Shoes must appropriately match the selected outfit.

- **Hats and Head Coverings –** Employees may wear hats and/or head coverings if not in a professional business office position. Any logo or branding on the hat or head covering must be appropriate for a professional business setting. Any other advertising images or insignia that construe negative images (such as alcohol, tobacco, etc.) will also be prohibited. Political images or messages, vulgar language or logos are prohibited.

FM Uniform Image and Compliance:

All employees must be in compliance with the uniform standards. Disciplinary actions may result for employees not showing up to work in uniform compliance. The employee may be sent home to put on uniform-appropriate attire and assessed annual leave for any lost time. Supervisors will be

held accountable for employee non-compliance. Political images or messages are prohibited.

- **Pants** are to be neat, clean, with few wrinkles or stains, free of holes or tears. Female employees may wear Capri or ¾ length pants during the appropriate, designated seasons.

- **Shirts** should be neat, clean, with few wrinkles, free of holes or tears, and with buttons attached. Male employees are required to tuck in their shirts**.** Color selections authorized include: ASU school colors (red, black, and white) or grey (rental program only).

- **Jackets** are to be neat, clean, with few wrinkles or stains, free of holes or tears.

- **Shoes** are to be appropriate for work task safety as designated by supervisor.

During cold and inclement weather, employees may elect to wear a heavy jacket while working in the elements. During extreme conditions, employees should provide supplemental clothing for their own personal safety. Jackets shall have no lettering or logo that is distracting or objectionable to others in the workplace. No garments, including caps, shall be worn which display a logo or name of a university other than ASU. Any other advertising images or insignia that construe negative images (such as alcohol, tobacco, etc.) will also be prohibited.

Seasonal Shorts Program:

Employees participating in the uniform program may also participate in the seasonal shorts program, provided there are no limiting safety issues for the type of work in which the employee is engaged. Shorts may be purchased by the employee at the employee's expense through the FM Warehouse, via payroll deduction from the uniform vendor. Only designated, FM styles will be acceptable. Female employees may opt to wear "Capri or ¾ length" pants. These pants must be in compliance with uniform standards.

Laundry Service Specifications:

The uniform vendor will provide eleven (11) tops and/or bottoms, along with two (2) jackets, for every employee that elects to participate in the rental program with laundry service. Laundry

services of these uniforms will be on a once-per week pickup and delivery schedule. The uniform vendor will provide secured collection bins for soiled uniforms. Soiled uniforms will be picked up by uniform vendor staff on regularly scheduled days for laundry service and returned to the designated storage lockers on the next scheduled delivery days. All uniforms are to be cleaned, free of stains and odors, and returned with each garment on an individual hanger, with each employee's uniforms tied separately into a single package. Clean uniforms will be stored in individual, secure storage lockers. These storage lockers will be maintained by uniform vendor staff. Employees that are enrolled in the laundry service but do not use it on a consistent basis, will be required to drop the laundry service from their enrollment and turn in any excess uniforms to the FM Warehouse Staff**.**

Addressing Service Complaints:

The employee is responsible to immediately notify the FM Warehouse Staff of delivery discrepancies upon pick-up of laundered, replaced, or repaired uniforms. If the garment is not satisfactory, employee should also discuss and/or show the FM Warehouse Staff the issue. The FM Warehouse Staff will take a photo of the items and assist in resolving the issues.

Replacement and Condition of Uniforms:

Rental uniforms will remain the property of the uniform vendor. The uniform vendor will be responsible for constant clothing up-grade due to normal wear and tear. The uniform vendor will replace uniforms due to normal wear and tear during the contract period. ASU will be responsible for uniforms that are lost, stolen, destroyed, or damaged due to causes other than normal wear and tear while in ASU possession. Employees should exercise good judgment and proper care of uniforms in their possession. In extreme cases, the employee could be required to compensate ASU FM for costs incurred from gross misuse of uniforms.

Program Exchange:

Employees will be given option to change to "Rental Only" or "Rental w/Laundry" service one (1) time per year (to occur at contract renewal time) or within 90 days of initial enrollment. The limit is a minimum of three (3) garments per style. Sections must be from uniform vendor's current inventory. Replacement garments can be used if they are equal and acceptable in quality.

Uniform Exchange:

Employees will be given option to exchange garment style one (1) time per year (to occur at contract renewal time) or within 90 days of initial enrollment. The limit is a minimum of three (3)

garments per style. Selections must be from uniform vendor’s current inventory and ASU FM will be responsible for cost of the exchange.

ASU Identification Cards:

All employees are required to wear their ASU Identification Card while performing their day to day responsibilities. The ID card should be worn and visible at the waist or above. The only exceptions are when employees are engaging in manual labor and when they will not be coming into contact with customers or the public.

Office personnel and support staff, who choose to wear business attire, should wear either an ASU Identification Card or a Facilities Management name tag when they are coming in contact with customers or the public.

Termination:

When an employee is terminated, rental charges will be stopped as soon as the uniform vendor is notified and uniforms have been returned to the uniform vendor or purchased by ASU in the event uniforms were not returned by employee. Employees who fail to return uniforms will have the cost deducted from their paycheck.

If you have any questions, please contact Facilities Management at 870-972-2066.

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