FACILITIES & AUXILIARY SERVICES
UNIFORM POLICY

PURPOSE:
To establish a uniform policy for hourly staff members (employees) of the Facilities organization. Uniforms worn by hourly staff members serve as an identification of the staff member and promote a professional image throughout the University of Delaware Community.

This policy supersedes the previous document dated December 2000 and all other related policy documents. It is effective as of May 1, 2004.

POLICY & PROCEDURE:

A. Assistant Director levels are responsible for implementing and maintaining the Uniform Policy.

B. All full-time hourly staff members of the Facilities organization are required to wear uniforms or alternates as designated by their Division’s Assistant Director.

C. All uniforms shall have each employee’s first name and UD Facilities name displayed. Questions regarding an employee’s first name displayed on their uniform should be submitted through the appropriate Director.

D. Uniforms shall be ordered for all full time hourly staff members during their probationary period.

1. New staff members and transferees must submit their size measurements to their supervisor/manager on the Uniform Request Form during their probationary period.

2. Uniform Request Forms will be filled out in triplicate as follows:
   a. Copy to vendor
   b. Copy to staff member
   c. Copy remains in appropriate Facilities Division

E. Coveralls or any special uniform or protective apparel requests shall only be issued upon the approval of the designated Assistant Director.