



## Florida Tech Facilities Operations Uniform Guideline – Effective 11/6/2023

Approved By: Brian Leslie, VP of Operations

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### **Purpose:**

The Facilities Operations Uniform Guideline is established to make employees readily identifiable and enhance the overall image of Facilities Operations and the University by projecting a consistently positive and professional appearance. It will also spare Facilities Operations employees wear and tear on their own shirts and the expense of replacing it.

### **Guidelines**

- Facilities Personnel\* in the Facilities Operations department are required to wear uniform clothing issued to them during work hours.
- All Tradesworkers, Shipping & Receiving and Mailroom will be issued five (5) maroon or gray polo-style shirts. Shirt material can vary depending on work being done. Grounds will be provided with five (5) neon green dri-wick shirts. Mechanics will be provided with five (5) gray button-down shirts and five (5) pairs of work pants. Painters will be provided with five (5) white button-down shirts.
- All Supervisors and Project Managers will be issued five (5) polo style shirts in 1 of the 3 following colors:

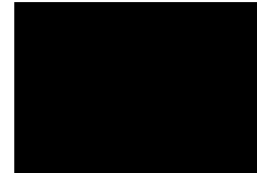
Crimson



Athletics Gray



Black



- Office personnel, Architectural Design personnel and the Copy Center Manager may also wear FIT-affiliated shirts in the above colors or may choose to wear other appropriate office-wear that is not FIT-affiliated.
- Temporary employees and student workers will be issued white Florida Tech T-shirts provided by our office.
- Uniforms and any other related accessories are to be kept clean and well maintained and may not be used for recreational or other off-duty purposes. No employees shall affix, adorn, or otherwise alter any Florida Tech provided work clothing unless with items provided by Florida Tech.
- It is the responsibility of the employee to launder their issued uniforms.
- Replacement uniforms are to be supplied to employees on an as-needed basis. To receive replacement uniforms, the employee must turn in their old uniforms.
- During colder weather, long sleeve personal clothing in a solid coordinating color may be worn under the uniform and/or a work appropriate jacket.
- Uniform items are to be surrendered upon separation of employment.

- Each Supervisor is responsible for ensuring that their employees are wearing the appropriate attire. Supervisors have many options for dealing with non-compliance, including verbal or written reprimands, and may direct an employee to leave and only return to work when in proper attire. In such cases, the employee may be required to use vacation time until they report to work properly dressed.

\*Facilities Operations Personnel consists of Tradesworkers, Supervisors, Project Managers, Copy Center, Shipping & Receiving and Mailroom.

\*\*It is recognized that some groups and/or individuals within Facilities Operations may have unique requests. Any exceptions, or special circumstances, will be evaluated on an individual basis by the Senior Director of Facilities, after a recommendation by the appropriate Supervisor. HR will be consulted on an as needed basis.

## Uniform Apparel

### Logo

- Each shirt will be embroidered on the left side as follows:

Florida Tech Logo  
Facilities Operations



### Shirts

- Employees will be provided with five (5) shirts as mentioned previously. Type of shirt is dependent on the trade. All shirts must have the appropriate Facilities Operations logo.

### Pants

- No university funds will be provided for pants with the exception of Mechanics, as mentioned above. Employees are expected to wear pants that are appropriate for the type of work they perform and should be free of holes. Acceptable types are beige and gray pants or jeans (black, blue or beige only). Paint is also allowed to wear white. Shorts are not permitted.

### Shoes

- No university funds will be provided for shoes. Facilities Personnel\* are expected to wear shoes that are closed at the toe and provide protection from equipment as appropriate to the position. Flip flops and sandals are not allowed.

### Hats

- Employees may only wear caps bearing the Facilities Operations logo provided by the university. No other caps are acceptable. Hardhats bearing the Facilities Operations logo or neon hats for roadside work will be provided as needed.

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I have read and understand the above Facilities Operations Uniform Guidelines.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_