



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

## Department of Facilities Operations

### Facilities Operations Department Policy

**Subject:** Employee Attire

Signed: Anthony R. Schallert

Anthony R Schallert  
AVC for Facilities Operations

**Date:** June 19, 2009

#### **Policy:**

This policy establishes guidelines on the appearance and dress of Facilities Operations Employees.

#### **Procedure:**

All employees will dress in a professional manner consistent with industry standards for their job tasks. Employee's attire will be in good repair. Specifically that means no frayed hems, no rips or tears, not excessively patched, and not excessively worn.

Employees are not required to wear University provided uniforms. However, if an employee requests to be provided a uniform, it is expected that the employee wear it.

#### **Shirts:**

- Shirts shall have sleeves and be free of any verbiage or symbols other than "UNCG Facilities Operations". Divisional shirts, such as OWRR and Grounds, are also acceptable.
- T-shirts shall be loose fitting 100% cotton and are the only shirt not required to be tucked in. Shirts that have buttons will be buttoned except for the very top button.
- Divisional shirts may be provided by UNCG, or purchased by the individual. In either case, divisional shirts will be embroidered or stenciled with the "UNCG Facilities Operations" logo on the left breast pocket.
- The Facilities Operations picture nametag shall be worn so that it is readily visible on the upper torso of all employees that are routinely in buildings other than Sink Building.

**Pants:**

- Pants will be in good repair as stated above. Pants that have belt loops will be worn with a belt. Pants will be loose enough that a wallet in the back pocket is not clearly visible, but snug enough that they do not fall down. The hems of the pants will touch the tops of the shoe but will not drag on the floor. Pants will be black, blue, khaki or blue denim.

**Shorts:**

- Shorts may be worn by Grounds and OWRR department employees as allowed by the weather. Shorts may be worn by the rest of the staff from the May graduation until Labor Day. Shorts shall be walking length. That is, they will come to within a few inches of the top of the knees. Whatever is worn under the shorts shall not be visible. Once again, if it has belt loops, a belt will be worn. The same standard for snugness of fit and color as pants, applies to shorts.

**Skirts/Dresses:**

- Skirts or dresses may be worn as the lady desires. Once again, the hem will come to within a few inches of the top of the knees. The material of the dress will be thick enough that foundation garments are not visible.

**Shoes:**

- Shoes that provide good support and slip resistance shall be worn by all employees. Steel-toed shoes shall be provided by the University for employees where required. Shoes with open toes and/or heels shall not be worn by anyone except clerical staff.