

UNIFORM/DRESS CODE STANDARDS
PERSONNEL

Effective date: 04/82
Revision date : 08/12
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Policy:

To provide guidelines for departmental uniforms and dress code.

Prevailing Codes and Standards:

Physical Plant Policy

Procedure:

- I. **Uniforms:** Physical Plant employees as listed in section III are required to wear a uniform and will not be allowed to work unless they are in the proper uniform. New employees may wear appropriate work attire until uniforms arrive.

- II. **Ordering Uniforms:**
 - A. Employee may request uniforms from the Administrative Program Manager.
 - B. Uniforms are purchased at the expense of the employee. They can be paid for two ways:
 1. Payroll deduction. (See Authorization for Payroll Deduction Form)
 2. Cash on delivery.
 - C. Administrative Program Manager will request sizes and contact the vendor to place the order. If employee does not know the size, an appointment will be made to take necessary measurements.
 - D. When the uniforms are ready, employee will be contacted to pick up the uniforms from the Administrative Program Manager.

- III. **Uniform colors** designated are:
 - A. Shop Foreman and Power Plant Foreman
 1. Trousers - Black.
 2. Shirt - White.
 - B. Power Plant:
 1. Trousers/coveralls - Navy Blue.
 2. Shirt - Light Blue.
 - C. Maintenance (Includes HVAC Controls, Automotive, A/C & Refrigeration, Electrical, Carpenter, General Maintenance, Zone Maintenance, Locksmith, Mechanical Maintenance, Plumbing, and Renovation):
 1. Trousers - Black.
 2. Shirt - Light Gray (light gray polo with black trim can also be worn).
 - D. Paint Shop
 1. Trousers/overalls/coveralls - White.
 2. Shirt - White.

- E. Grounds
 - 1. Trousers - Green
 - 2. Shirt - light green for workers
 - F. All employees - an approved polo shirt or long sleeve shirt with the Physical Plant logo can be worn on Fridays.
- IV. Uniforms must conform with safety standards and not be loose fitting or ragged. Shirt tails shall be tucked in and belts worn if deemed necessary.
- V. Uniforms must be clean and in good repair at the start of the work shift.
- VI. **Coats/sweaters** are optional and if worn, must conform to the following:
- A. Must be light gray or black for personnel required to wear black trousers (and painters), navy blue for personnel required to wear navy blue trousers, and brown for personnel required to wear green trousers.
 - B. Must be long sleeves.
 - C. Must not contain any advertising or emblems other than LSUHSC-S approved identification.
 - D. Exceptions:
 - 1. Foul weather gear color is optional.
 - 2. Foul weather gear will not be worn inside.
 - 3. Foul weather gear must only be worn during inclement weather.
- VII. **Caps** are optional wear and must conform to the following guidelines:
- A. Color
 - 1. Power Plant: Solid dark blue.
 - 2. Maintenance: Solid black or gray.
 - 3. Painters: Solid White
 - 4. Grounds: Solid green.
 - B. Will not contain any advertising or emblems.
 - C. Must be a baseball type or similar style.
 - D. Exception: Grounds personnel are authorized to wear a broad brimmed hat during hot weather.
- VIII. **Other wearing apparel** such as sweat shirts, vests, thermowear garments and T-shirts when worn, must conform to the following:
- A. Must be worn under the uniform.
 - B. Not protrude from or out of the uniform.
 - C. If a long sleeve undergarment is worn, then a long sleeve shirt must be worn to cover the undergarment.
 - D. Must not be bright colors which show through the uniform material.

IX. Exceptions:

- A. Scrub suits, shoe covers, scrub caps and gowns must be worn when performing work in specific areas of the hospital identified by LSUHSC directives, but will not be worn outside that specific job area.
- B. Coveralls may be worn for performing tasks identified by Infection Control as necessary or on jobs considered excessively greasy, oily and unreasonably dirty and would soil the uniform beyond cleanliness limits. If worn, they must comply with the following:
 - 1. Worn as an outer garment.
 - 2. Worn only while performing that specific job assignment.
 - 3. Will not be worn outside that immediate job location.
 - 4. Must comply with identified safety standards.

X. Guidelines for employees not covered by the uniform policy:

- A. No sweat suits can be worn.
- B. No tanks tops, halter or low cut tops can be worn.
- C. No bare midriffs or see-through apparel.
- D. T-shirts can be worn but must be free of objectionable language.
- E. Jeans, including colored jeans may be worn. They should be neat, clean and free of holes or patches.
- F. No shorts or spandex attire will be permitted. Culottes (split skirt) are permitted if they are appropriate in length and present a professional appearance. (Note: shorts may be approved by supervisor for special occasions.)

XI. General

- A. Shoes are to be neat and clean. Tennis shoes are acceptable unless not permitted by safety regulations.
- B. Novelty buttons and badges with slogans are prohibited except for hospital related issues.
- C. Hairstyles, beards and mustaches are to be clean and well groomed.
- D. Visual piercings are limited to ears.
- E. No underwear showing.
- F. Dress/hygiene which is considered in poor taste or disruptive may be addressed by the supervisor as a violation.
- G. It is the responsibility of each supervisor to enforce this policy.