



Facilities Management Department Policy Statement #4

Uniforms and Dress Code

1. Purpose

This policy provides guidance for the issuance and wearing of uniforms and a dress code for employees who are not issued uniforms.

2. Intent

Employees of the Department should portray a professional image in person and virtually to students, faculty, staff, and others and be easily recognizable as Facilities Management team members.

3. Policy

- A. The Department provides an annual budget for units to procure uniforms for their employees that perform services in and around public areas.
- B. Employees will wear the issued uniform while performing their duties and are expected to maintain a clean, neat, and well-groomed appearance at all times.
- C. Uniforms are the property of the University and will be returned upon separation from Facilities Management.
- D. Protective clothing and shoes are covered by the EHS [Personal Protective Equipment \(PPE\) Program](#).
- E. Supervisors are responsible for ensuring their employees comply with this policy.
- F. Noncompliance with this policy may result in disciplinary action.

4. Procedures

- A. Uniforms consist of a Charlotte green logo-shirt, khaki pants, Charlotte green multi-purpose jacket with logo, UNC Charlotte baseball cap and a UNC Charlotte ski cap. Optional items decided by unit directors include green logo t-shirts, khaki shorts, a wide brimmed hat and a rain suit.
- B. Each employee will receive five shirts, five pants, a multi-purpose jacket, a baseball cap and a ski hat. Any combination of long and short sleeve shirts and heavy and light pants may be provided at the employee's request.
- C. Collared shirts will be issued except for labor-intensive positions as approved by unit directors.
- D. A choice of cotton or performance polyester items will be provided.

- E. Summer hires and temporary employees (three months or less) will receive two shirts (or four t-shirts) and two pairs of pants.
- F. Automotive mechanics will wear black automotive shirts, black pants, and Charlotte green logo jackets.
- G. Grounds personnel are issued t-shirts and shorts for wear, under appropriate conditions, when the weather is hot.
- H. Wear and Replacement
 - i. As uniforms become worn and frayed, employees will inform their supervisor who will arrange for an exchange. Supervisors will make the final determination of the serviceability of worn uniforms.
 - ii. Routine replacement schedules will be set by unit directors.
 - iii. Returned uniforms will be recycled.
- I. Supervisors will receive a black or white oxford or black or white polo logo shirts, khaki pants, a Charlotte green multi-purpose logo jacket, a UNC Charlotte baseball cap (optional), unit t-shirts (optional) and a set of UNC Charlotte logo rain gear (optional). Unit directors will standardize shirt colors for their supervisors.
- J. Administrative staff and anyone not issued uniforms
 - i. Administrative staff and staff who primarily work in the office will wear business casual attire that presents a professional image and is appropriate to the task being performed. In all cases, attire must be clean, pressed, and neat.
 - 1. Business professional attire - consists of a business dress, suit or sport jacket with skirt or dress slacks, dress top or dress shirt with collar with or without a tie. Sweaters may be worn as desired.
 - 2. Business casual attire - consists of collared shirts, blouses, slacks or pants that come to mid calf or lower; skirts that fall below the knees.
 - 3. Casual attire – consists of collared shirts, blouses, denim slacks; dresses that fall to the top of the knees.
 - ii. Administrative staff are allowed to wear jeans and t-shirts during events and tabling sessions or if they are called upon to assist team members during Move-In, Move-Out, sporting events, basketball games, or other recycling events that need additional personnel.
- K. Concerns with appearance or hygiene should be addressed to an employee's immediate supervisor.
- L. Prohibited attire (this list is not all inclusive):
 - i. Substitutions for UNC Charlotte apparel are not authorized.
 - ii. Flip-flops, crocs, uncovered leggings, athletic pants, shorts, or leg wear above the knee; spaghetti straps, tank tops, strapless attire, tight fitting clothing, torn, frayed, stained, dirty and or non-fitting apparel.
 - iii. The display of explicit or offensive tattoos, body art, slogans or brands on body or clothing.

5. Exceptions

Exceptions to this policy for religious beliefs and practices, social events or special circumstances may be approved by the unit director in advance.

Revision History

Initially Approved: January 30, 2002

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