

Louisiana State University

Office of Facility Services

Operating Instruction 3201

Revision: 4
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SUBJECT: NON-ADMINISTRATIVE EMPLOYEE DRESS CODE/IDENTIFICATION TAGS

I. General

- A. The dress requirements while on duty as a non-administrative (classified) employee shall include full-time employees, part-time employees and student workers assigned to various crafts, maintenance and custodial positions.
- B. Compliance to this instruction will provide employees and others with proper clothing protection against most ordinary hazards. Special hazards encountered by employees will require proper personal protective equipment.
- C. Uniform shirts and smocks will be furnished by the department and worn as designated by department heads.

II. Identification Tags

- A. The identification tag must be worn at all times while on duty as an employee of Facility Services. Identification (I.D.) tags are not required for contract workers.
- B. The I.D. tag must be visible and affixed to the collar or pocket of the shirt or smock. The use of lanyards is acceptable and ID may be affixed to belt loop.
- C. The I.D. tag shall not be defaced or altered in any manner. Broken or heavily worn tags should be replaced immediately.
- D. If lost or stolen, employees shall promptly inform their supervisor.

- E. A maximum of four (4) I.D. tags will be replaced for an employee during a fiscal year. After four tags have been replaced, the employee will be financially responsible for obtaining additional I.D. tags.

III. Employee Dress Requirements

The general dress requirements shall be, but are not limited to, the following:

- A. Uniform shirts or smocks as provided. Shirts and smocks may not be altered.
- B. Uniform shirt tails must be tucked into the waistband of pants at all times.
- C. Work clothes shall be of good quality, provide a good fit and be well maintained.
- D. Clothing shall be clean. Soiled or dirty clothes are not considered healthy or safe.
- E. Garments that are not considered business appropriate attire in color, style or design shall not be worn and are considered inappropriate as determined by the supervisor.
- F. Printed material on work clothes is prohibited (excluding brand labels which are located above the breast pocket area). LSU logos are permitted. Headwear with obscene or inappropriate printed material is prohibited.
- G. Footwear shall comply with Operating Instruction # 4003A. Socks and/or hosiery shall be worn with appropriate footwear. Thong sandals and open toe shoes are prohibited at all times.
- H. Uniform shirts and smocks shall have a button front. Shirt buttons farther than three (3) inches from the collar shall be buttoned. Long or short sleeves are authorized. Long sleeve shirts and smocks must be buttoned at the cuffs or be rolled or folded above the elbow. Long sleeves provide maximum protection and are strongly encouraged.
- I. Uniform shirts and smocks that are worn, ill fitted or permanently stained do not present a professional appearance and shall not be worn by an employee. These garments shall be replaced at no cost to the employee at the discretion of the director of the department.

- J. Sweatshirts are not to be worn as outer wear. Sweat suits are not considered appropriate work clothes and are prohibited.
- K. Pants, trousers, jeans, jumpsuits and overalls shall be appropriate length. Pants length should stop at the employee's shoe and not drag the ground due to safety issues.
- L. Belts of sturdy construction shall be worn with garments designed with belt loops. Suspenders may be worn and should be sturdy and suitable for work rather than casual wear.
- M. Shorts and similar garments do not provide adequate protection from ordinary hazards and shall be prohibited. Females who work in Building Services will be allowed to wear dresses and skirts, when appropriate, but must follow the standards in OI 3202 (Administrative, Clerical and Professional Employee Dress Code).
- N. To promote health and safety and exhibit professionalism, employees are expected to be well groomed and to maintain a high standard of personal hygiene.
- O. The safety and health of employees takes precedence over personal tastes. Therefore:
 - 1. Loose or dangling items may not be worn to work.
 - 2. If hair is long and could present a safety hazard, it must be tied back.
 - 3. Scarves and neckties can be dangerous while performing maintenance duties, so their wear is prohibited.
 - 4. Employees must be cautious of the hazards that necklaces, wrist watches, bracelets, rings, steel framed eyeglasses and contacts present.
 - 5. Facial hair may render protective equipment designed for safe breathing ineffective. If a job assignment requires an employee to wear this type of protective equipment, the employee must remain clean shaven to obtain the required fit.

- P. Workers in tunnels and job sites that are located outside of public view will be allowed to wear T-shirts at these locations with the approval of their supervisor.

IV. Responsibilities

- A. Employee failure to wear, loss of, negligent damage or unauthorized alteration of uniforms or failure to comply with this OI may result in fiscal responsibility for uniform and/or disciplinary action.
- B. Each supervisor shall be held accountable for ensuring that employees are aware of and understand this instruction. They are to report violations to department heads and the Facility Services HRM office. They must correct violations as necessary, including sending an employee home without pay until they return in appropriate dress.
- C. Supervisors must discipline employees in accordance with the University's policy statement on discipline-Employee Discipline Procedures (PS-08).

[http://appl003.lsu.edu/ups.nsf/\\$Reference/59494A63760567C786256C250062AE87/\\$File/ps08Rev6.pdf](http://appl003.lsu.edu/ups.nsf/$Reference/59494A63760567C786256C250062AE87/$File/ps08Rev6.pdf)

- D. Department heads and/or assistant department heads shall ensure that the purpose and intent of this OI is adhered to and enforced.