

Facilities Management Operating Policies and Procedures Manual

Effective Date: 01-01-07
Policy Number: 04-50-004R1
Section: Facilities and Services
Subject: Uniform Policy

Purpose:

To provide employees a clear understanding of Facilities Management Uniform Policy and Process.

Eligible Employees:

All full time employees are eligible for uniforms except the AVC directors, assistant directors, clerical and office support personnel. The AVC and Directors will designate clerical and support personnel in their respective areas.

Full time employees will eligible for uniforms after 90 days of employment and must return uniforms upon departure. Temporary and student employees are eligible for FM monogram shirts at time of employment and must return shirts upon departure.

Term of Contract:

In accordance to the contract: “ The term of this contract will be for one (1) year, beginning July 1, 2005 and extending through June 30, 2006 with ASU option to extend/renew the contract for four (4) additional years, each in one (1) year increments, upon agreement between ASUFM and vendor. Two and one-half (2.5) years after starting date of contract, all employees will be issued new uniforms. ASUFM has the option to change colors with the stipulation that garment style and fabric remain the same. Normal wear replacement and constant clothing up-grade will still be in effect during the contract periods as stated in the Replacement and Condition of Uniforms section of this contract.”

Delivery Requirements:

In accordance to the contract: All price bids shall include inside delivery to 2 locations: Facilities Management, 2713 Pawnee, Jonesboro and Arkansas Service Center, 2920 McClellan Drive, Jonesboro.

Contractor will provide secured uniform storage lockers for storing clean uniforms, George O'Dea's Big 8 compartment or equivalent storage locker.

Contractor will provide keyed locks and Uniforms will be placed into individual storage locker and secured by contractor staff. Services will be weekly, with items to be picked up on regularly scheduled day and returned on the next regularly scheduled delivery day. All garments will be new at the inception of this contract award and all employees will be measured and fitted by the successful bidder to assure proper fit and uniform appearance. The first uniform delivery for a new employee will be checked in by ASUFM administrator to assure full delivery compliance.

Administrative Authority:

In accordance to the contract: The Central Stores Manager is the administrative authority for this contract on behalf of the University. All transactions requiring interface with the vendor will be coordinated through ASU administrative authority while executing the terms of this contract. This is to include, but not be limited to new orders; replacements, repairs, complaints, and turn-ins. ASU FM shall retain right of first refusal on all new, replaced, or repaired garments.

ASU RESERVES THE RIGHT TO REJECT ANY UNIFORM THAT IS NOT PROPERLY PRESSED OR IS UNUSABLE DUE TO EVERYDAY "WEAR AND TEAR."

No employee other than the Central Stores Manager, their designee, or FM Business Manager is authorized to interface with vendor of the vendor's employees. All employee uniform issues should be directed to the Central Stores Manager or official designee.

Addressing Service Complaints:

A contractor service representative will address complaints relating to delivery discrepancies and contractor obligations on site within 24 hours of notification by ASUFM Administrative authority, thereby eliminating on going inventory issues. The employee is responsible to immediately notify CS Manager of delivery Discrepancies upon pick up of laundered, replaced, or repaired uniforms. Employee should fill out a **Uniform Service Order** detailing delivery or repair shortages. The **Uniform Service Order Book** will be located in to key room. The Uniforms service order is in triplicate, the employee will receive a copy, CS Manager keeps a copy, and Vendor's delivery

person receives a copy. If garment is not satisfactory, employee should also discuss and/or show CS Manager the issue. The CS Manager will assist in establishing ASUFM acceptable uniform standards; however, if the employee disagrees with assessment they can appeal to their division's Director.

Invoicing:

Contractor shall submit an original invoice of an itemized bill for only those articles of clothing actually delivered. **It is important for employees to report shortages promptly to assist us in keeping cost down for garments that are not delivered.**

FM Uniform Image and Compliance:

All employees who are provided uniforms must wear the uniform at work. Disciplinary actions may result for employees not showing up to work in uniform. The employee may be sent home to put on uniform and assessed annual leave for lost time. Supervisors will be held accountable for employee non compliance.

Pants are to be neat, clean, with few wrinkles or stains, free of holes or tears.

Shirts are to display logos as placed by vendor. They should be neat, clean, with few wrinkles, free of holes or tears, and with buttons attached.

Jackets are to be neat, clean, with few wrinkles or stains, free of holes or tears. See contract for approved styles and colors of pants, shirts and jackets.

Shoes are to be fully enclosed and appropriate for work task as designated by supervisor. No sandals or open toed shoes are allowed.

In special circumstances, when an employee is unable to be fitted by contractor, a Department Director may grant an employee the option to furnish their own work pants or for the department to purchase the employee's work pants. The pants must continuously meet the uniform standard in color, wear and cleanliness for employee to comply with policy.

During cold and inclement weather employees may elect to wear a heavy jacket while working in the elements. Employees should provide supplemental clothing for their personal safety during extreme conditions. Jackets shall have no lettering or logo that is distracting or objectionable to others in the workplace.

Uniform Specifications:

The uniform shall consist of a shirt, a pair of pants, and a jacket. ASUFM will furnish a list of all employees that will require uniforms. This list will consist of the person's name, gender, type/style of uniform, choice of jacket, type of sleeve length, etc. All employees shall be measured and fitted by the successful bidder to assure proper fit and uniform

appearance. The Contractor will trade uniforms with the employees if their size changes during the course of the contract period at no additional charge. Additional odd sizes will need to be the responsibility of the Contractor to insure a comfortable fit (i.e. long arms or extra large waist size).

All pants will be furnished hemmed to the proper length. Shirts will be either long or short sleeved. Employees will be given the option of choosing from styles and colors of clothing offered by the contractor. Style and colors for both pants and shirts must be chosen in sets of no less than (3) garments of same color style.

Program Sections:

Employees will be given option for rental only (no contractor laundry services). The contractor will provide up to but not to exceed, six shirts, six pants, and two jackets (for use during winter months). Uniforms replacement and repair service are the same as those of rental/laundry service.

Employees assigned as painters will be provided up to but not to exceed 6 painter white pants (purchased by department) and up to but to exceed 6 painter shirts, 2 non-painter shirts. 2 non-painter pants and 2 jackets (rental only).

Employees will be given option for full service rental/laundry service. The contractor is to provide eleven shirts, eleven pants, and two (2) jackets for each employee so that an ample supply will be available for a five day work week. Laundry services of these uniforms will be a once per week pickup and delivery schedule. Contractor will provide secured uniform storage collection bins for soiled uniforms. All uniforms are to be cleaned, free of stains and odors and returned with each garment on an individual hanger with each employee's uniforms tied separately into a single package. Worn garments shall be replaced on an as needed basis either automatically by the Contractor's Inspectors or by the employee's written request on a service request form furnished by the Contractor. These service request forms shall be used and attached to the garments for replacement or repairs. Any requested repair will include a description of the repairs needed. When an employee is terminated, rental charges will be stopped as soon as the contractor is notified by ASU FM administrative authority and uniforms have been returned to contractor or purchased by ASU in the event uniforms were not returned by employee.

T-Shirt and Shorts Program. Employees participating in the uniform program may also participate in a summer t-shirt and shorts program, provided there is no limiting safety issues for the type of work the employee is engaged in. Supervisors will designate appropriate clothing for work task such as welding, mixing and applying hazardous chemicals, grinding or working in conditions in which there is flying debris or other safety issues. T-shirts and shorts may be purchased by employee at the employee's expense through the Central Stores manager via payroll deduction from the uniform vendor. Only designated FM style and color is acceptable. T-shirt must display FM logo.

Employees may wear uniform shorts with the uniform t-shirt or other uniform shirts, t-shirts may be worn with all uniforms pants.

Employees assigned as painters can purchase at their own expense painter white shorts from approved vendor. Painters can purchase white t-shirts at the employee's expense through the Central Stores manager via payroll deduction from the uniform vendor. T-shirt must display FM logo.

When participating in this program the employee is responsible to select work apparel to prevent sunburns. While wearing shorts, employee should also keep a pair of long pants in their locker for emergency assignments that would require long pants.

Annually the AVC will designate "Summer Uniform Program" as the time allowing qualified employees to wear shorts and t-shirts.

*******Do not choose any services that you are not going to use since this causes Facilities Management to pay for services not rendered and drives the cost of the program up*******

An employee's final check will be held until uniform and all other ASU property is turned in (see FMOP check out policy). In the event that an employee leaves ASU employment without returning uniforms, ASUFM will use available legal avenues to pursue collecting uniforms and/or compensation for uniforms.

Replacement and Condition of Uniforms:

Uniforms will remain the property of the vendor. The vendor will be responsible for constant clothing up-grade due to normal wear and tear. The vendor will replace uniforms due to normal wear and tear during the contract period. ASU will be responsible for uniforms that are lost, stolen, destroyed, or damaged due to causes other than normal wear and tear while in ASU possession.

Employee should exercise good judgment and proper care of uniforms in their possession.

Repair and replacement cost due to damage will be included in the cost of rental. Cost due to loss by personnel or abuse other than normal wear and tear shall be the responsibility of ASUFM. The uniform is not to be modified by the individual such as the addition of individual monograms or markings. In extreme cases the employee could be required to compensate ASU for cost incurred from gross misuse of uniforms. Replacement costs quoted below shall reflect prices to be paid for new garment(s). Initial issue shall consist of only NEW garments. Replacement garments may be used if they are of equal quality to current garments and acceptable to ASUFM administrative authority. The replacement costs are as follows:

Replacement Costs for Uniforms:

In accordance to the contract

<u>\$23.00</u>	50/50 Cotton/Polyester Knit Pullover Sports Shirt Short Sleeve
<u>\$20.00</u>	65/35 Polyester/Cotton Smocks
<u>\$16.00</u>	65/35 Polyester/Cotton poplin shirt Man
<u>\$16.00</u>	65/35 Polyester/Cotton poplin shirt Women
<u>\$20.00</u>	100% Cotton Wrinkle resistant shirts
<u>\$18.00</u>	65/35 Poly Cotton Blend Women Industrial Pants
<u>\$18.00</u>	65/35 Poly Cotton Blend Regular Cut Industrial Pants
<u>\$23.00</u>	100% Cotton Denim Blue Jeans
<u>\$22.00</u>	100% Cotton Wrinkle resistant pants
<u>\$32.00</u>	65/35 Poly Cotton Blend Jacket

In accordance with the contract "ASUFM shall retain right of first refusal on all new, replacement or repaired garments. ASU RESERVES THE RIGHT TO REJECT ANY UNIFORM THAT WILL NOT PROPERLY FIT, IS NOT PROPERLY PRESSED OR IS UNUSABLE BECAUSE OF WEAR."

Program Exchange:

Employees will be given option to change to "Rental only" or "Rental/laundry" service (1) time per year, this is to occur at contract renewal time. The limit is a minimum of 3 garments per color/ style. Sections must be from contractor's current inventory. Replacement garments can be used if they are equal in quality to current garments and acceptable to ASUFM administrative authority.

Uniform Exchange:

Employees will be given option to exchange garments color and style (1) time per year, this to occur at contract renewal time. The limit is a minimum of 3 garments per color/style. Selections must be from contractor's current inventory. Exchanged uniforms can be used and the employee is responsible for cost of exchange through a payroll deduction.

Process Exchange Cost per Garment:

In accordance to the contract

<u>\$2.00</u>	50/50 Cotton/Polyester Knit Pullover Sports Shirt Short Sleeve
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<u>\$2.00</u>	65/35 Polyester/ Cotton Smocks
<u>\$2.00</u>	65/35 Polyester/Cotton poplin shirt Men
<u>\$2.00</u>	65/35 Polyester/Cotton poplin shirt Women
<u>\$2.00</u>	100% Cotton Wrinkle resistant shirt
<u>\$2.00</u>	65/35 Poly/ Cotton Blend Women Industrial Pants
<u>\$2.00</u>	65/35 Polyester/Cotton Blend Regular Cut Industrial Pants
<u>\$2.00</u>	100% Cotton Denim Blue Jean
<u>\$2.00</u>	100% Cotton Wrinkle resistant pants
<u>\$2.00</u>	65/35 Polyester/Cotton Blend Jacket

No Buy-Back Addendum:

There will be no additional buy-back addendum during or at the end of this contract.

Non-Uniformed Employees:

Non-uniformed employees are expected to wear standard business attire that projects a professional image. Acceptable business attire includes the following:

- Sports coats or Blazers
- Slacks
- Jeans (neat and clean)
- Skirts
- Chinos
- Dockers
- Polo-style shirts with collars
- Button-up dress shirts
- Collared dress shirts
- Split skirts/gauchos
- Loafers
- Sweaters and Cardigans
- ASU Logo Wear
- Skirts

Employees may participate in School Spirit by wearing ASU Logo Wear on Fridays.

Failure to meet business requirements may lead to disciplinary actions as in the case of uniforms. The employee may be sent home to put on appropriate clothing and assessed annual leave for lost time when not complying with policy.

ASU Identification Cards:

All full time employees are required to wear their ASU Identification card while performing their day to day responsibilities. The ID card should be worn and visible at

the waist or above. The only exceptions are when employees are engaging in manual labor and when they will not be coming into contact with customers or the public.

All part time students and 40 hour temporary employees are required to wear their non bar coded ASU Identification card while performing their day to day responsibilities. The ID card should be worn and visible at the waist or above. The only exceptions are when employees are engaging in manual labor and when they will not be coming into contact with customers or the public.

Office Personnel and support staff should wear either an ASU Identification Card or a Facilities Management name badge when they are coming in contact with customers or public.