

SECTION 804.02

Appearance.

Employees are expected to use good taste in their clothing and remember that there are always guests on the University grounds. The University would like to leave a favorable impression with these people, and the employee's appearance can certainly help achieve this goal.

1. **Uniforms:**

Uniforms are provided to Food Service, Plant Operations, and Public Safety personnel and must be worn as a condition of employment. Employees who are provided uniforms, but do not report for duty properly attired, may be sent home to change. Repeated failure to report in uniform may be considered just cause for disciplinary action.

2. **Care of Uniforms:**

Employees are expected to take care of issued clothing and may be held accountable for damages not to be considered work related or normal wear and tear. All uniforms are to be returned upon termination of employment. Assessment for lost or damaged uniforms will be withheld from an employee's pay check if not otherwise handled in a timely manner.

- a. Terminating employees will have charges for damaged or lost uniforms withheld from their final check.
- b. Uniform costs, while saving employees the cost of personal clothing, are not considered in determining minimum wage or other wage competitiveness, in that they are considered conditions of employment.