POLICY STATEMENT

For the protection and safety of Facilities Management employees, as well as students, faculty and staff of the campus, Facilities Management participates in a program to provide articles of clothing which identify employees of the department as well as University ID cards.

REASON FOR POLICY

This Policy provides security for our employees and the UND campus community by identifying FM employees in areas they may be assigned to work but are unfamiliar to the occupants. This practice also gives FM employees a professional image and visual recognition as they perform their various assignments.

SCOPE OF POLICY

This policy applies to all members of the Facilities Management department. No dress code can cover all contingencies. Employees must exert a certain amount of judgment in their choice of clothing to wear to work. Exceptions may be approved by the supervisor/director on a case-by-case basis and through prior coordination, depending on the activity. Examples include (but not limited to) evening or weekend work, in-service training or staff retreats, travel days to conferences, or severe weather. It is implied the uniform be worn for UND purposes only. Any questions or doubts as to what is or is not appropriate should be directed to supervisors and/or directors.

WEB SITE REFERENCES

This policy: http://und.edu/finance-operations/facilities-management/

CONTACTS

<table>
<thead>
<tr>
<th>Phone</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>777-6862</td>
<td>Associate Vice President for Facilities</td>
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<tr>
<td>777-3006</td>
<td>Director for Facilities Business Services</td>
</tr>
<tr>
<td>777-2336</td>
<td>Director for Facilities Operations</td>
</tr>
<tr>
<td>777-2252</td>
<td>Director for Planning, Design and Construction</td>
</tr>
<tr>
<td>777-2595</td>
<td>Human Resources</td>
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</tbody>
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GUIDELINES AND PROCEDURES

Business attire for employees not issued uniforms

Business casual attire is the standard dress code. During a routine day, it is expected that office staff dress appropriately for an office environment.
UNIFORMS

1. Designated staff will be given an annual budget that they will be able to use to purchase uniforms through an online portal;
   a. The amount of the given annual budget will be taxed through each employees paycheck based on personal amount used within the allocated amount;
2. Staff have the option of wearing any current UND branded logo shirt as uniform;
3. ID badges must be worn and visible while working in public areas at all times;
4. New hires will receive a prorated amount depending on the time of year they are hired to log in and purchase uniform items;
5. New hire BST staff will receive five t-shirts at the request of their supervisor until the completion of their probationary period when the online portal will be available to purchase uniforms;
6. Student, temporary and part time staff will be issued t-shirts at the request of their supervisor;
   a. For every 8 hours scheduled per week non-benefitted staff are to be issued 1 t-shirt;
7. Uniforms, t-shirts, and all other clothing purchased through the portal will be kept by the employee upon termination;
8. Supervisors shall be responsible for ensuring employees are wearing a presentable uniform or denim while on-duty. Employees are not allowed to wear any offensive or unprofessional apparel. Failure to wear the uniform or acceptable denim pants may result in the following actions:
   a. Employee will be sent home to change into a presentable uniform or jeans;
   b. Full time employees will use annual leave for the time they are absent from work to change clothes. Temporary staff will use leave without pay;
9. No shorts may be worn;
10. Hard sole shoes will be worn by staff in the trades’ area. Tennis shoes are acceptable for the Building Services Technicians, Supply Room, Parking, Transportation, Mailing Services and Administrative Staff. Roofers may require different footwear on certain job;
11. Building Services Technicians are required to wear a belt to hold the key chain.

OBTAINING A REPLACEMENT UNIFORM

1. T-shirts will be the only uniform replaced throughout the year with supervisor approval that will be sent to the Warehouse Lead or Logistics Manager;
2. Uniforms that are worn out will be able to be replaced during the next years purchasing period;

FRAGRANCE AND PERSONAL HYGIENE

It is important to practice good hygiene and consider the health needs of others in our work area. The following is expected: daily bathing and oral hygiene; clean body and minimized body odors. It is known that airborne irritants and strong odors can trigger asthma, allergies, migraines, and other health issues such as multiple chemical sensitivities. To avoid the possibility of exposing co-workers or visitors to potentially harmful airborne irritants and strong odors, please refrain from wearing heavily scented or liberally applied lotions, aftershave, hair sprays and colognes/perfumes or other odorous scents.

Failure to comply with this policy will lead to disciplinary action, up to and including termination.
Personal Touch Contract Uniform Order Process and Procedures

1. You will receive an invitation to Personal Touch with a link to use. This link will take you to the UND FM uniform log-in. The page will look like this:
   This is the top of the page, your log will be retuning customer at the bottom of the page.

2. Enter your UND email address and the password will be your full name initials, using CAPITAL LETTERS, plus your Empl ID.
   Example: DMC0124124

3. This should bring you to FM main page, see below:
The main page has a quick list for you to use if you prefer to look at a particular category. I have it broken down into Ladies and Men’s apparel. Each category has all apparel available or you can narrow your search with the links to just Polo’s, Pants, Tall Sizes, and Utility Clothing available. The ladies link is broken out the same way. The T-Shirts and Jackets have their own link for you to choose from.

4. These items are yours to keep and must be worn at work. **In order to keep your uniforms we must add the cost to your check for tax purposes, please note:**

   *The total dollar value of your purchase will be added to your next paycheck as a uniform allotment for tax purposes. You have to pay taxes on the total cost of your purchase. On your paysstub it will say “other income” and that will be the taxes applied for the cost of your uniform. If you have any questions in regards to the taxes withheld, please call Payroll services at (701) 777-4226 or the HR Manager at (701) 777-2595.*

Once you have selected and added all your items to the shopping cart, you will start the checkout process.

5. **To start the checkout go to your shopping cart screen, see below:**

   ![Shopping Cart Image]

   **Please verify your order** to make sure you have the correct quantities, sizes, and colors you wanted prior to completing your purchase. Then click on Checkout.

   **Note:** **All Uniforms Shirts** will come with the UND Logo with Flame and Facilities Management under it in **Green** embroidery on it,
unless it is a green shirt, they the Logo will be in white.

6. Your check out screen should look something like this:

You will be prompted to review you Contact Information, the shipping address should auto-populate with the Facilities Warehouse address, with your name.

7. Shipping Method, you will select 3791 Facilities Address (FREE), see below:

8. Continue to Payment Method, you will select the **Purchase Order option** and continue to complete your purchase and receive a customer order confirmation, see below:
At this point your order has been submitted and you can print your order for your records. The order will come ship to the warehouse with your name on it and we will let you know when they arrive.

There is an option for Facilities Management personnel only who receive a clothing allotment to purchase additional uniform items using their own credit card. Those Facilities Management personnel who do not receive a Clothing allotment can all place an order using the same process above. This purchase is being made on a Tax Free website, so please note:

*This purchase will have to be added to your next paycheck as a uniform purchase so tax can be charged on the $ value of the purchase.*

If you have any questions with placing your order please, contact Logistics Manager at 777-3033.