

FACILITIES MANAGEMENT



UNIFORM AND DRESS CODE PROCEDURES & GUIDELINES

Responsible Office: Facilities Management HR

Issued: July 5th 2019

Latest Review / Revision: December 2022

REASON FOR PROCEDURE OUTLINE

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 provides University ID cards. It also provides security for our employees and the UND campus community by identifying Facilities Management (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 PROCEDURES & GUIDELINES

This applies to all members of the Facilities Management department. This includes all the departments under the Associate Vice President of Facilities Management (Facilities Management, Planning Design Construction, Parking Services, And Transportation). 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 are 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

Update via Rhonda!!

CONTACTS

777-6862	Associate Vice President for Facilities
777-3006	Director for Facilities Business Services
777-2336	Director for Facilities Operations
777-3022	Director for Auxiliary Services
777-2595	Human Resources

GUIDELINES AND PROCEDURES

Business attire guidelines for office and administrative employees *not* issued uniforms:

Business casual attire is the standard dress code. During a routine day, it is expected that office and administrative staff dress appropriately for an office environment. This includes temporary and student employees.

UNIFORMS

1. Designated staff will be given an annual one-time stipend that will be used to purchase uniforms;
 - a. The amount of the given stipend will be taxed through each employee's paycheck;
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 hire BST staff will receive three t-shirts at the request of their supervisor until the completion of their probationary period when the stipend will be applied to their paycheck to purchase uniforms;
5. Student, temporary and part time staff will be issued t-shirts or other uniforms at the request of their supervisor;
 - a. For every 8 hours scheduled per week non-benefitted staff are to be issued 1 t-shirt;
 - b. For issuing of uniforms other than t-shirts supervisors will need to get Director approval;
6. Uniforms, t-shirts, and all other clothing purchased through the portal will be kept by the employee upon termination;
7. Supervisors shall be responsible for ensuring employees are wearing a presentable uniform while on-duty. Employees are not allowed to wear any offensive or unprofessional apparel. Failure to wear the uniform or acceptable pants may result in the following actions:
 - a. Employee will be sent home to change into a presentable uniform;
 - 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;
8. No shorts may be worn;
9. 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, and Administrative Staff. Roofers may require different footwear on certain jobs;
10. Building Services Technicians are required to wear a belt to hold the key chain.

OBTAINING A REPLACEMENT UNIFORM

T-shirts will be the only uniform replaced throughout the year with supervisor approval. That request will be sent to the Warehouse Lead or Logistics Manager in Supply.

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 these guidelines and procedures will lead to disciplinary action, up to and including termination.

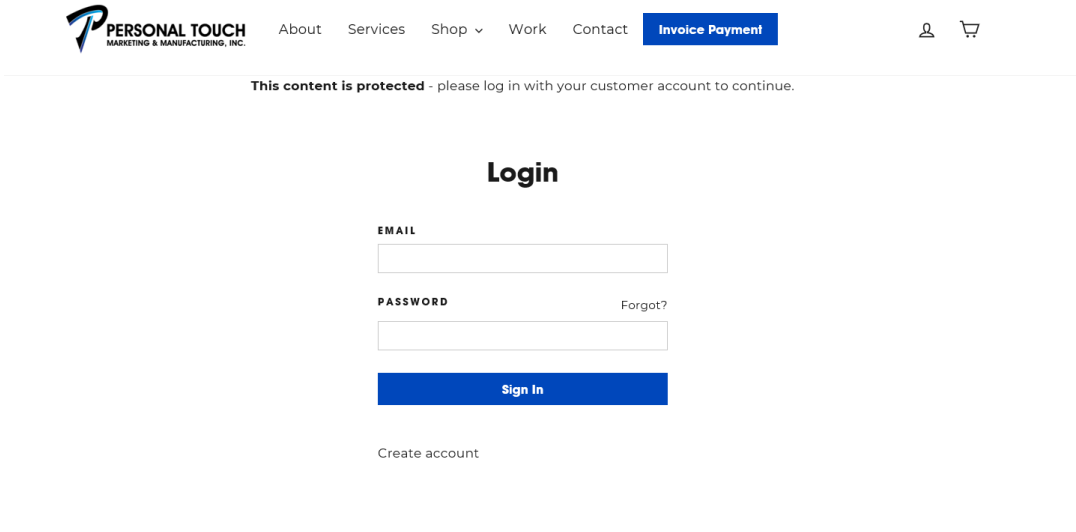
Personal Touch Contract Uniform Order Process and Procedures

1. Personal Touch link to use.

<https://ptmark.com/collections/und-facilities-management>

This link will take you to the UND FM uniform log-in. The page will look like this:

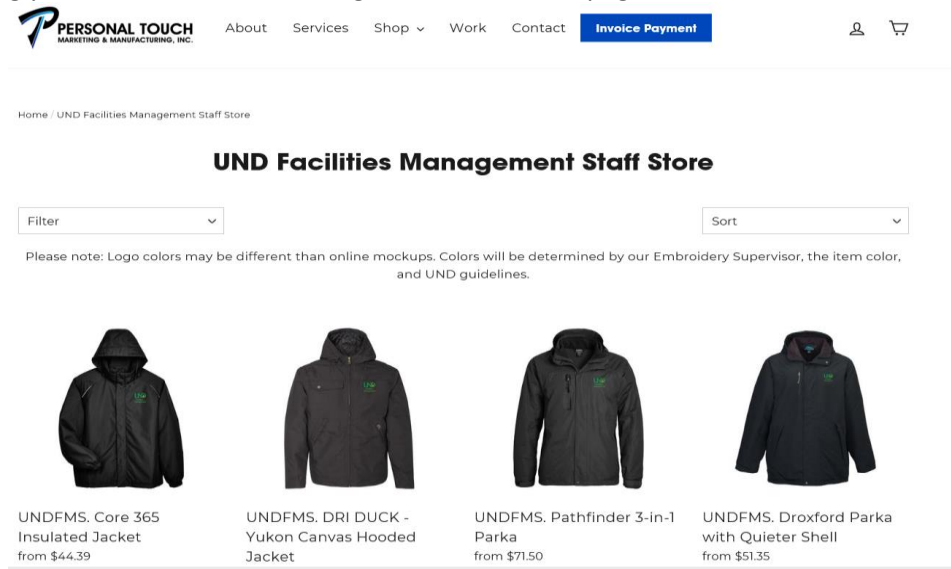
This is the top of the page, **you already have an account, so please do not create another one.**



2. Enter your UND email address and the password will be your First Name initial & Last Name initial, all CAPITAL LETTERS, plus your Empl ID.

Example: DC0124124

3. This should bring you to UND Facilities Management Store main page, see below:



The main page has a FILTER drop down as a quick list for you to use if you prefer to look at a particular category. It is 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 links is broken out the same way. The T-Shirts and Jackets have their own link for you to choose from and there are **new filters** for sweaters and sweat shirts available as well.

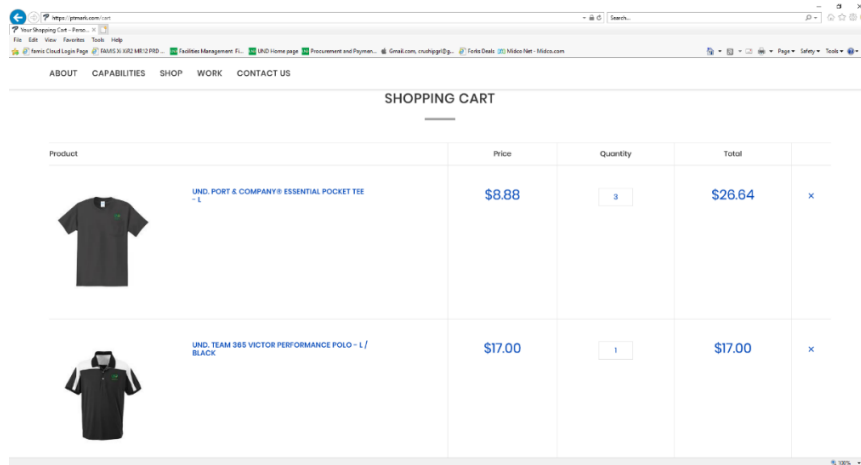
4. Each full-time employee is provided a stipend of **\$250 in your paycheck** to purchase **any clothing items** available on this website.

When making your purchase you can buy as much as you want, there is no dollar value limit placed on your purchase.

You are paying with your own credit card account. These items are yours to keep and must be worn at work.

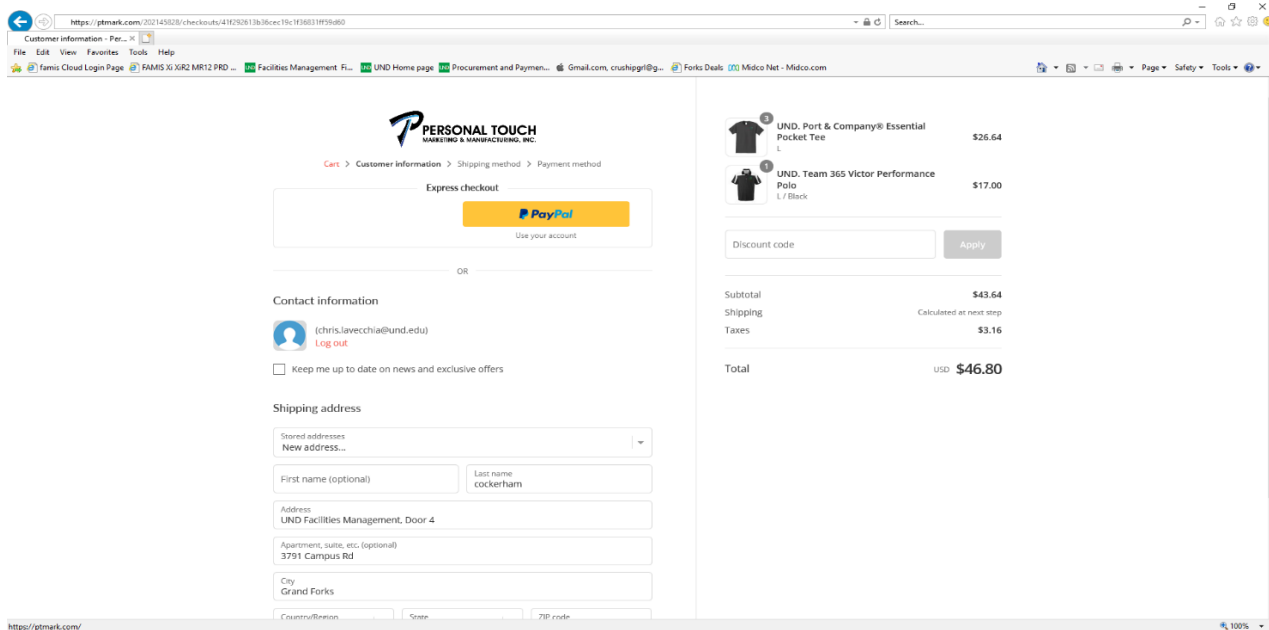
Once you have selected and added all your items to the shopping cart, you will start the checkout process.

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



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, then the Logo will be in white.

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



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" at the bottom of the page.

Your name and shipping address will auto should appear under Contact Information. You will be prompted to review you Contact Information.

If there is an issue, use the stored addresses drop down and select the Facilities address (3791 Campus Road). The

address will auto-populate with the Facilities Warehouse address, with your name, continue to shipping method.

7. Shipping Method, you will select “Free Ship to UND Facilities Management”, see below:

Personal Touch Marketing & Manufacturing





Cart > Information > Shipping > Payment

Contact	dianna.cockerham@und.edu	Change
Ship to	UND Facilities Management, Door 4, 3791 Campus Rd, Grand Forks ND 58202, United States	Change

Shipping method

<input checked="" type="radio"/> Free Shipping to UND Facilities Management	Free
<input type="radio"/> Flat Rate Ground Shipping	\$9.95

[Return to information](#) [Continue to payment](#)

 1	UND. Port Authority® Ladies' Dry Zone® Grid Polo 2XL / White	\$16.95
 1	UND. Port Authority® Ladies' Dry Zone® Grid Polo 2XL / Black	\$16.95
 1	UND. Harrinton Ladies' Easy Blend Polo 2XL / Charcoal	\$16.95
 2	UND. UltraClub Ladies' Platinum Honeycomb Piqué Polo 2XL / White	\$45.00

Discount code [Apply](#)

Subtotal	\$95.85
Shipping	Free
Taxes	\$6.95
Total	USD \$102.80

NOTE: If you choose the “Flat Rate Ground” or change the shipping address to your home, you will have to pay a shipping fee.

8. Continue to Payment Method, you may select the **Credit Card** option or **PayPal** to make payment. Please complete the required information to finalize your purchase, see below.



Personal Touch Marketing & Manufacturing





Cart > Information > Shipping > Payment

Contact	dianna.cockerham@und.edu	Change
Ship to	UND Facilities Management, Door 4, 3791 Campus Rd, Grand Forks ND 58202, United States	Change
Method	Free Shipping to UND Facilities Management · Free	Change

Payment

All transactions are secure and encrypted.

<input checked="" type="radio"/> 
<input type="radio"/> 
<input type="radio"/> Gate City Managers Purchase Order
<input type="radio"/> The Flag Purchase Order
<input type="radio"/> UND Purchase Order

 1	UND. Port Authority® Ladies' Dry Zone® Grid Polo 2XL / White	\$16.95
 1	UND. Port Authority® Ladies' Dry Zone® Grid Polo 2XL / Black	\$16.95
 1	UND. Harrinton Ladies' Easy Blend Polo 2XL / Charcoal	\$16.95
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Discount code [Apply](#)

Subtotal	\$95.85
Shipping	Free
Taxes	\$6.95
Total	USD \$102.80

Click on Process Payment button at the bottom of the page. Once approved you will receive you order # confirmation, see below.

Personal Touch Marketing & Manufacturing



Order #3809

Thank you Dianna!







Your order is confirmed

You'll receive a confirmation email with your order number shortly.

[Track order with Shop](#)

Customer information

	1 UND. Port Authority® Ladies' Dry Zone® Grid Polo 2XL / White	\$16.95
	1 UND. Port Authority® Ladies' Dry Zone® Grid Polo 2XL / Black	\$16.95
	1 UND. Harrinton Ladies' Easy Blend Polo 2XL / Charcoal	\$16.95
	2 UND. UltraClub Ladies' Platinum Honeycomb Piqué Polo 2XL / White	\$45.00
Subtotal		\$95.85
Shipping		Free
Taxes		\$6.95
Total		USD \$102.80

At this point your order has been submitted and you can print your order for your records. The order will ship to the supply warehouse with your name on it and they will let you know when it arrives.

- FM Uniforms website will be open all year and you can place as many orders as you like, but the paid stipend will only occur once a year.
- If you have any questions with placing your order please contact Facilities Human Resources at: jeanine.lafountain@und.edu or misty.m.johnson@und.edu