



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.2

Title: Facilities Services Uniform Policy

Implementation Date: July 1st, 2025

Last Audited:

Last Revised:

Introduction

Facilities Management employees are in positions with high levels of public visibility and contact, and consequently, the appearance of uniformed staff greatly influences public perception. Our goal is for the uniform and the staff who wear it to be recognized and respected as symbols of stewardship and public service. Staff shall wear uniforms issued through the university while on-duty to enhance campus security, aid in their identification, and to promote the professional image of the department.

Scope

This policy applies to all employees within East Tennessee State University (ETSU) Facilities Operations.

Procedures

1. Uniform Provision

- a. ETSU Facilities Management will provide uniforms at no cost to designated employees.
- b. Employees are responsible for laundering and maintaining their uniforms unless otherwise specified.
- c. New fulltime employees may not be issued uniforms until they have worked thirty (30) days. Probationary and temporary employees are required to wear appropriate, serviceable work clothing. Shirts must have sleeves. Clothing should not have visible lettering or logos larger than 3 inches in diameter. Exceptions are allowed for East Tennessee State University branded clothing. No holes, tears, or shreds in any clothing items are allowed. Shoes must be fully enclosed and appropriate for the work tasks assigned.
- d. The following clothing items are not permitted: cut-offs, stretch pants, leggings, capris, sweatpants, any sleeveless shirt, cutoff t-shirts, crop tops,

shorts, any clothing with vulgar language or images, sandals, or open-toed shoes of any kind.

2. Employee Responsibility

- b. Employees must wear assigned uniforms during the performance of their duties.
- c. Employees may not modify their uniforms in any way and must present a neat and clean appearance.
- d. Shirts must be tucked in at the waist and buttoned to the top, or second button from the top.
- e. Pants must be worn on the waist or hips. Belts are encouraged.
- f. Employees must always wear their issued Identification Badge while on duty unless it is unsafe to do so.
- g. Staff who are not issued a uniform are expected to wear attire which, at a minimum, projects a professional image. Jeans and sneakers are allowable if they are neat, clean, have no rips or tears and are appropriate for the meetings scheduled that day. Staff who are not required to wear a uniform may still be required to wear slip resistant or safety shoes or a hard hat/PPE in some situations.

3. Exceptions and Accommodations

- a. Requests for accommodations will be reviewed individually.
- b. Employees seeking accommodations should contact Human Resources.

4. Non-Compliance

- b. Failure to comply with this policy will result in progressive disciplinary action.
- c. Continued non-compliance will lead to further disciplinary action, up to and including termination.

Responsibilities

- **Employees** are responsible for wearing and maintaining issued uniforms and ID badges.
- **Supervisors** are responsible for enforcing this policy and addressing compliance issues.
- **Human Resources** is responsible for evaluating and processing accommodation requests and supporting disciplinary procedures, as necessary.

Contact Persons

For questions regarding this policy, please contact your supervisor or Human Resources at ETSU Facilities Management.

Approved by:

Jeffery S. Blanton, Associate Vice President, Office of
Administration

Date approved:5/19/2025

Audited:

Revised: