

Applies to: All Employees in the Operations & Facilities Management Department

GUIDELINES:

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PURPOSE:

The purpose of these guidelines is to allow Washington University School of Medicine Operations & Facilities Management Department employees to wear comfortable attire while being mindful of professional image. This guideline establishes principles for dress, appearance and safety for all Operations & Facilities Management Department personnel. The department staff should present a visual identity that represents our professionalism and contribution to the School of Medicine.

DEFINITIONS:

- Professional Business Attire – Professional dress includes professional pants, dress skirts, dress shirts, business blouses, or dresses and ties as appropriate.
- Business Casual Attire - Business casual means dressing a step down from the professional business attire. Business casual style may include a polo shirt with Dockers-style pants.
- Shoes and Footwear – Footwear should be appropriate for the work performed and for all staff who work in the field, on projects or in shops. Closed-toed shoes are required in shop areas for uniformed employees.
- Headwear – Any cap or hat that covers the head.
- Dress Code – Established norms and standards for professional appearance.
- FR – Fire Resistant

PROCESS:

- Identification badges are to be prominently displayed on the front of the staff member.
- Clothing must be clean, fit properly and be in good repair.
- All caps should have a WUSM or University logo. Hats and caps are not to be worn in meetings other than religious headwear.
- Employees should have good personal grooming and hygiene. Hair, including facial hair, should be clean and well groomed. Hair may not be dyed any unnatural hair color.
- Employees should be aware of safety and must use specialized personal protective clothing or equipment where applicable for protection against hazards. For questions or concerns, contact department supervisor.
- For additional information concerning the Washington University School of Medicine dress code, please reference the [WUSM Employee Handbook](#).

Examples of Unacceptable Attire (this list is not intended to be all-inclusive)

- Suggestive attire – e.g. see-through garments which reveal undergarments, halter tops, bare midriff/bare back tops, men's sleeveless garments, tank tops/muscle shirts, low-cut garments which reveal cleavage and low cut pants, or other revealing clothing
- Attire with graphics, displaying alcohol, profanity, illegal substances, cigarettes/tobacco or sexually explicit images
- No unauthorized pins, buttons, logos, flags, slogans, emblems, patches, necklaces, chains or armbands
- Excessive earrings, facial piercings, visible gauges or excessive jewelry, chains, rings, bracelets, etc., which may pose a hazard or restrict the employee in the performance of their duties or reflect negatively upon the department (the supervisor will make the final determination on whether the jewelry is excessive)
- Sweatshirts, sweatpants and shorts (Capri pants and leggings are allowed if worn

appropriately with a professional shirt)

- House slippers, beach sandals and casual flip-flops
- Jeans are not allowed for office or business positions. Jeans are allowed for facilities maintenance or authorized uniformed employees who are authorized to wear fire and electric rated jeans.

Uniformed Employees

- OFMD employees are required to wear appropriate department uniforms as necessitated by job assignment.
- Shirts are to be buttoned and tucked into uniform pants. Custodial smocks may be worn untucked.
- A belt or suspenders are to be worn with pants.
- No open-toed shoes are permitted, ensuring personal safety.
- Hats with a WUSM or University logo may be worn during the work day but are required to be worn in the traditional manner (with hat bill facing front).

Protective Services: Employees will be required to return or reimburse the department for the initial issue of uniforms and equipment in full, if the employee fails to successfully complete his/her orientation period. After successful completion of the orientation period, the uniforms and nylon gear will become the property of that individual. The department badges and other issued property, i.e. patches, manuals, notebooks, etc. must be returned upon termination of his/her position with the department.

The individual employee may determine which uniform, winter or summer, is to be worn. There are no specified dates for the switching of uniforms. Officers must be in a complete winter or summer uniform. No unauthorized pins, buttons, logos, flags, slogans, emblems, patches, necklaces, chains, armbands or other such items may be worn. Leather dress, running/jogging shoes, or boots will be mostly black in color. All footwear is subject to approval by Supervisor or above.

Mail and Receiving Services: OFMD Mail Services provides 5 work shirts as directed for each operation as well as 5 uniform pants for all School of Medicine and Danforth Mail & Receiving staff. Uniform attire should be worn by all front-line staff during each shift, including weekend assignments. A jacket for staff who make outside deliveries will be provided if desired. Damaged uniforms should be reported to your immediate supervisor to see how the uniform can be repaired or replaced.

An optional shoe allowance is provided for work boots for staff who works in the receiving areas or deliver packages on the WUSM campus.

Custodial Services: OFMD Custodial Services provide 6 blue shirts and 6 pair of cargo pants to each person hired. These are leased from the Universities uniform company and must be turned in upon departure from the University. If there is a problem (i.e. sizing, wear, buttons missing or tears), the issues will be taken care of by the uniform company. The supervisor has uniform problem forms to fill out. Once the form is complete, the form and damaged uniform will be taken to supply to be turned into the route attendant.

If it is required that you wear safety shoes, you will be reimbursed up to \$100 annually. Otherwise, non-slip, comfortable shoes should be worn. All other PPE will be provided by the University.

Facilities Engineering and Euclid Power Plant: OFMD Team Members are provided with 11 FR shirts and 11 pair of carpenter jeans and 2 winter jackets. These uniforms are rented from the University uniform company. There are also 2 hoodie sweat jackets provided upon hire and replaced as needed. Dirty uniforms should be turned in every week, so that they can be laundered and returned the following week.

All FR brown shirts should be sent in to the laundry company so the FR integrity is not compromised. If there is a problem with the uniform, the piece should be taken to the Supply Room. A uniform problem form will be filled out and the uniform can be sent out for repair.

Headwear is optional, however, only Washington University baseball hats or stocking caps are to be worn during duty hours.

Safety shoes are required. A \$100 annual allowance is provided for the purchase of safety shoes. Safety eye-wear for those that wear glasses is a necessity.

Employees, who need safety eyewear, will also be given a \$100 annual allowance.

All other PPE will be provided by the University.

Fabrication & Machine Shop: Machine shop employees will receive 6 uniforms, 6 no FR blue shirts, 6 pair of carpenter jeans and 2 winter jackets from Cintas on the lease program. They will also each receive 2 hoodie sweatshirts which will be replaced as needed. These uniforms are laundered by the employee but all repairs and replacement request should be brought to the supply room and a form filled out.

Safety shoes are required. A \$100 annual allowance is provided for the purchase of safety shoes, one pair per year.

Employees required eyewear and who need safety eyewear will also be given a \$100 annual allowance.

Headwear is optional, however, only Washington University baseball hats or stocking caps are to be worn during duty hours.

Key Shop: OFMD Key Shop provides 5 navy blue collared long sleeve polo shirts and 5 navy blue collared short sleeve polo shirts to each person hired. Replacement will occur every other year (exception torn or ripped shirts will be replaced immediately). There is also 1 hoodie sweat jacket provided upon hire and replaced as needed. The individual employee may determine which uniform, winter or summer, is to be worn. There are no specified dates for the switching of uniforms. Any color khaki or cargo pants should be worn, no jeans. Running/jogging shoes, or boots will be mostly black in color. All footwear is subject to approval by supervisor or above.

Non-Uniformed Employees

- Employees are expected to portray a professional appearance/image.
- Professional Business Attire or Business Casual Attire must be worn during business hours.

Enforcement

- Supervisors are responsible for the enforcement of these guidelines.
- Violations of the guidelines may be cause for disciplinary action, up to and including termination of employment.