



LOYOLA UNIVERSITY CHICAGO

Facilities Division Uniform Policy

Effective: March 31, 2017

Updated: March 18, 2025

I. Purpose

All employees of the Facilities Division represent both their department and the University. It is important that all uniformed employees maintain a clean and presentable appearance throughout their shift, so as to represent the University to our campus community and visitors in the best possible way. The purpose of this policy is to:

- communicate and re-enforce for each employee the importance of uniform maintenance;
- develop a common philosophy and practice among managers for their management of employee uniform maintenance and refresh; and
- set forth criteria and procedures for management intervention for non-compliance with this policy.

II. Definitions and Applicability

This policy applies to all Grounds, Engineering and Maintenance employees of the Facilities Division at the three campuses: Lake Shore Campus, Water Tower Campus, and Health Sciences Campus.

All employees must be prepared to begin their shift, at their shift start time, in full uniform. Please refer to the *Facilities Division's Timecard Policy* for more information.

Hourly shift employees of the above three departments are required to wear the uniform assigned to them by their department manager. Department managers – including Chiefs, Assistant Chiefs, Directors, Assistant Directors, and Supervisors – have the option of wearing a uniform, but are not required to do so.

For the purposes of this policy, a full uniform consists of the following articles of clothing:

- Safety-toe work boots
- Department-issued pants
- Belt
- Department-issued shirt
- University ID
- University-issued keys

Seasonal outerwear may be worn as required by departmental duties, and may consist of the following:

- Department-issued sweatshirt
- Department-issued winter coat
- Department-issued rain gear
- Department-issued coveralls

After 90-day probationary period, new employees will be issued:

- Six (6) pairs of uniform pants.
- Six (6) uniform shirts
- One (1) University ID
- One (1) university issued keys

Uniform components will be refreshed per the schedule in the section below.

All references to Manager or Department Manager shall include the Chief, Director, or Supervisor of the employee's respective department.

III. Policy

A. Uniform Components

i. Boots

All employees must provide their own safety-toe work boots. The employee will present a receipt of purchase and a tag from the shoe to their department manager for reimbursement. Work boots are reimbursed in a tiered system:

- Up to \$100 for standard work boots.
- Up to \$150 for work boots with a steel toe.
- Up to \$200 for waterproof work boots that have a steel toe.

ii. Pants

All employees must wear department-issued pants. Employees will receive two pairs of pants every year as part of the uniform refresh program.

iii. Belt

All employees must provide their own black or brown belt, which must be worn at all times.

iv. Shirts

The following color shirts will be used to distinguish between employees of the three departments:

- Grounds – Dark Green
- Maintenance – Maroon
- Engineering – Grey
- Leads – White

All shirts will contain a Loyola shield patch on the left sleeve, and the employee's name embroidered above the left shirt pocket. Employees will receive two shirts every year as part of the uniform refresh program.

If an undershirt is worn, it may only be a solid grey, white or black shirt.

v. University ID

All employees must display their University ID prominently at all times. It will be required for access to campus buildings and spaces in order to fulfill key job functions, and therefore is a required component of the uniform. When requested, an employee should be prepared to show their University ID at any time.

University IDs may either be worn with a safety lanyard around the neck, or with a clip on the breast pocket or collar. The employee may choose how to display their ID.

If an employee's ID is no longer functioning due to regular wear and tear, the employee must purchase a new ID from the Campus Card Office, and may submit their receipt to their department manager for reimbursement. If the ID is damaged beyond normal wear and tear, stolen or lost, the employee must purchase a new ID and will not receive reimbursement for the cost of replacing their ID. Employees must receive written approval of any request for reimbursement from their department manager, prior to submitting for reimbursement.

vi. Keys

All employees must have their university keys on hand at all times. Keys are required for access to campus buildings and spaces in order to fulfill primary job functions, and therefore are a required component of the uniform.

If an employee misplaces their keys at any point in time, they must immediately notify their department manager. If the department manager is unavailable, the employee should immediately notify Campus Safety. Although key replacements are not a cost to the employee, if an employee does not properly secure their keys and must have them replaced, a department manager may take additional necessary steps including progressive discipline, and/or requiring that the employee reimburse the department for the cost of the replacement keys.

vii. Seasonal Outerwear

All employees will be given two additional pieces of outerwear: a sweatshirt, and a winter coat. Both items will be provided by the department, and should be worn as needed. Employees may not wear any other sweatshirt or winter coat, other than those provided by the

department. Employees will receive one winter coat every-other year and one sweatshirt every year as part of the uniform refresh program.

Employees may wear their own winter hat, gloves and scarf as needed during the winter months.

As needed, all employees will be issued rain gear and coveralls. These items may be worn as required by the weather, and will be replaced by the department every-other year.

viii. Other Accessories

If an employee wishes to wear a baseball cap during their shift, they may wear a Loyola baseball cap only. Other accessories such as suspenders or tool clips may be worn, but are at the discretion of the department manager to determine if they are appropriate or not.

B. New Employees

After their 90-day probationary period has successfully expired, new employees will be given:

- Six (6) pairs of uniform pants.
- Six (6) uniform shirts
- One (1) University ID
- One (1) university issued keys

Until such point, a new employee should come to work in their own work-appropriate clothing, including work boots or tennis shoes; jeans or cargo pants; a collared shirt such as a polo shirt; and may wear a sweatshirt as required by the season. New employees must wear their University ID prominently at all times, per the requirements listed above.

Only after the completion of their probationary period are employees eligible for work boot reimbursement. See Boot Policy Above

C. Managers

Managers may wear work appropriate clothing of their choice. Managers may also choose to wear Loyola-branded clothing, such as polo shirts. Requests for Loyola-branded clothing should be directed to department manager.

D. Uniform Refresh

A summary of the uniform refresh frequency is as follows:

- Work Boots: every year, See Boot Policy above
- Pants: every year, department-issued
- Shirts: every year, department-issued
- Sweatshirts: every year, department-issued
- Winter Coats: every-other year, department-issued
- Rain Gear and Coveralls: every-other year, department-issued

The exact timing of these refreshes happen are the discretion of the purchaser (department manager or employee, depending on the item)

An employee may require a uniform replacement prior to the designated refresh period, due to sizing issues or damage to a uniform while on the job. In such cases, the department manager may determine that new uniform components will be issued to the employee at no additional cost to the employee. If an employee loses any component of their uniform and must have it replaced prior to the designated refresh period, the cost of the replacement will be the responsibility of the employee. This includes seasonal outerwear, since only department-issued outerwear may be worn during an employee's shift.

E. General Appearance Guidelines

Employees are expected to be in full uniform, including any seasonal outerwear, at the start of their shift. Uniforms should be clean and not contain any noticeable stains, rips or tears. Shirts should be tucked in at all times. Hair should be neatly combed, and facial hair should be neatly groomed. Any additional accessories worn with the uniform should be kept to a minimum and should have a distinct work purpose. A department manager may, at any time, notify the employee that their appearance is not meeting these standards and require that the employee rectify any deficiency by their next shift.

F. Progressive Discipline

The department manager will notify an employee if they fail to meet the uniform and general appearance guidelines. If so, the department manager will document the conversation and make record of the frequency of the infractions. If a department manager notices a pattern of continued non-compliance with the uniform policy, the department manager may choose to begin the progressive discipline process according to University policy.

Progressive discipline will be administered based upon the previous action taken within the 12-month period. Progressive discipline will also be cumulative. A department manager will count back from any instance and determine if the event falls within the 12-month period. If so, the appropriate corrective action step will be taken. If, after an instance of corrective action, no further action is required within a 12-month period, the employee's record will be considered wiped clean and the progressive discipline process will start over with the next occurrence.

The purpose of disciplinary action is to impress upon an employee the importance of appropriate appearance while at work. Progressive discipline generally begins with an oral warning. Each disciplinary step should include documentation of the failure to comply with the uniform policy. The discipline will also include constructive counseling with information on benefits and services which may be of assistance to the employee. While consulting with Human Resources may take place at any step of the discipline process, department managers must contact Human Resources prior to administering suspension or termination.

IV. Responsibilities

A. Employee Responsibility

It is the employee's responsibility to arrive for work on time, and ready to begin work at the start of their shift time. This includes being in full uniform, with University ID prominently displayed.

The employee is responsible for reading and understanding all related Facilities Division policies, including the Attendance Policy and the Timecard Policy, as well as fully reading and understanding this policy on Uniforms.

It is the employee's responsibility to make sure that their uniform is clean at the start of each shift, and free of stains, rips or tears.

All employees are responsible for keeping their University ID and University keys in their possession at all times.

B. Manager Responsibility

It is the responsibility of the department manager to administer the uniform policy consistently and fairly, and to explain the policy to new staff.

The department manager should notify an employee immediately if their appearance fails to comply with the uniform policy and provide the employee with a timeframe to remedy the situation.

The department manager will keep a record of all conversations with an employee regarding their failure to comply with the policy and will document any progressive discipline steps taken as a result of such conversations.

C. Human Resources Responsibility

The Human Resources Department will provide support, counsel and guidance to managers administering this policy.

Any questions or concerns regarding this policy should be addressed to the department manager