

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section 2 Work Group/Team Administrative Policies

Effective 09/01/2007

Policy 2.1 Dress Code

Revised 12/01/2007

Audience:

Logistics work groups with uniform requirements.

Purpose:

To supplement the UTMB policy on Personal Appearance to establish consistent standards of appearance for all Logistics work groups required to wear a uniform.

Policy:

Logistics personnel covered by the Dress Code policy must be in full uniform when in contact with Logistics customers.

Definitions:

Uniform – Logistics issued standard shirt, slacks/short and shoes where indicated.

Uniform jacket – Logistics issued cold weather item in black with emblem.

Shoes – Employee furnished black shoes.

Shoes, Steel Toe – Logistics furnished black shoes (See Procedures).

Belt – Employee furnished belt.

Hats – Optional, but if used must be Logistics issued hat.

Good condition – uniforms are clean, pressed and fitting.

Relaxed uniform – not all uniform pieces are worn.

Full uniform – all uniform pieces, in good condition, are worn.

- Shirt tucked into slacks/shorts
- Slacks/shorts belted around waist
- UTMB badge visible to customers
- Hat, optional, worn with visor forward

One set – one each shirt and slacks times five working days.

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Approved by Leadership: _____

Date: _____

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Procedure:

- The work group selects the color and style of their shirts, slacks/shorts.
- Purchase is by UTMB purchase order.
- Relaxed uniform may be worn during normal work hours in work processing areas away from customer contact at the supervisor's discretion.
- An initial issue of one set of shirt, slacks/shorts for each working day per employee will be provided free of charge.
- Cleaning and care of uniforms is the employee's responsibility.
- Replacement of Logistics uniform issue:
 - Items showing normal wear and tear will be replaced at no charge to the employee and is limited to one set per employee per year.
 - Torn or damaged items resulting from performing normal job duties will be replaced as needed at no charge to the employee.
 - Lost items will be replaced at the employee's expense.
- Steel toe shoes – special provision for staff working in the Cylinder processing area of the Warehouse at 14th and Strand per EHS safety recommendation:
 - Logistics will pay for one pair of shoes up to \$100.00 initially.
 - Replacement due to wear and tear after the initial purchase will be at the supervisor's discretion, but not more than once per year.
 - Purchase may be by UTMB purchase order, or employee may purchase and be reimbursed. Employees must submit the original paid receipt for reimbursement.

References:

UTMB Institutional Handbook of Operating Procedures:

HR Policy 3.7.2 Personal Appearance