

EASTERN MICHIGAN
U N I V E R S I T Y™

PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE

Section	Subject	Effective date	Procedure Number
Administration	Work Attire	May 30, 2013	A-27

Purpose

The purpose of this procedure is to outline the protocol for dress code and uniform requirements.

Procedure

AP, PT and CS Employees

1. All AP, PT, and CS personnel must be in business attire.
 - 1.1 Business attire is defined as:
 - 1.1.1 Dress shirt, soft collar shirt, or blouse without any logos.
 - 1.1.2 Dress pants, slacks or skirts.
 - 1.1.3 No jeans for anyone except on casual Fridays.

FM Employees

1. Each employee who is required to wear work uniforms must wear his/her uniforms properly laundered. Shirts must be buttoned and tucked in during all working hours, including overtime hours.
2. Each employee must be identifiable at all times including conditions that may call for covering their approved uniform. Physical Plant's Administrators will provide approved identification in this situation.

Violation of this policy may result in disciplinary action.

Authorized by:

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