



1. Policy Statement

This policy affects all employees in Facilities Planning and Management (FP&M) work units where uniforms/attire have been designated to be worn to clearly identify the person as an employee of the UW-Madison. It is expected that persons shall conduct themselves in a professional and respectful manner whenever wearing UW-Madison uniforms/attire:

- Employee is responsible for maintaining a neat and clean appearance.
- Management will determine units that are designated to wear uniforms.
- Protective shoes with reinforced toes are required for individual employees when specified by management.
- Uniforms will be determined by individual work unit (e.g. Transportation Services, Power Plant, Shops and Grounds).
- Uniforms represent the image of UW-Madison and shall not be worn for personal use.
- UW Logos and work emblems on uniforms shall be covered completely when making any limited stops to/from work and shall not be worn at inappropriate locations.
- Additional logos, pins, patches, emblems and/or designs to uniforms are not allowed without prior written management authorization.
- Employees must carry their UW-Madison issued identification card during work hours and when conducting UW-Madison business. It must be shown upon request.
- Uniforms must not be frayed or torn.
- Uniforms should be properly sized to prevent excessive tightness or bagginess. Shirts will be buttoned and tucked in at all times unless the shirt is specifically tailored to be worn outside.
- No employee shall alter any department provided work clothing unless authorized by management.

2. Purpose

To establish criteria and consistent guidelines related to the use and care of attire issued to FP&M staff employed on the UW-Madison campus.

3. Definitions

Uniform- Employer owned/employer provided attire that identifies the person as an employee of UW-Madison Facilities Planning and Management.

4. Scope

Facilities Planning and Management unclassified staff, classified staff, student employees and limited term employees

5. Procedures for Handling of Uniforms:

- Work Units must obtain authorization to provide uniforms through the respective Director's office.
- Uniforms must be purchased through FP&M Business Operations and Purchasing according to State of Wisconsin purchasing rules.
- FP&M managers and supervisors are responsible for employee orientation and enforcement of the appropriate uniform attire.



- Cleaning schedule and repair of uniforms shall be established within each work unit and employees will be required to adhere to the established process.
 - Uniforms are the property of FP&M and must be returned upon end of employment with FP&M.
- A. Power Plant Uniforms - Coveralls
1. Coveralls are provided for use as needed and are kept at the plant.
 2. Coveralls will be cleaned routinely at the plant.
 3. Employees will notify Power Plant Manager if coveralls are damaged and require replacement.
- B. Transportation Services (TS) Procedures are included in the TS Handbook.

6. References

Transportation Services Policy & Procedure for Uniforms & Appearance
UW-Madison Employee Handbook for Classified Employees
State of Wisconsin Compensation Plan

7. Approvals and Revisions

Approved by Associate Vice Chancellor William M. Elvey, P.E.

Signature W.M. Elvey Date: 1-8-15

8. Contacts

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