

STAFF SENATE RESOLUTION #246

Title: The Providing of Appropriate Work Attire Relative to Job Responsibilities

Date: August 25th, 2022

Author: President Tim Nichols

Sponsors: Vice President Chris Maki, Member at Large Nicole Nelson, Secretary Ellie Riske, Senator Jen Paintin, Senator Tara Van Cleave, Senator Francis Vogt

WHEREAS, there are positions across campus that require specific attire to carry out their job duties in a safe manner such as, but not limited to divisions within Operations, and;

WHEREAS, allowances for appropriate attire vary by department depending on individual job titles, and positions that carry common responsibilities are not always provided with equal allowances and allotments (i.e., boots, clothing, and coat), and;

WHEREAS, mitigating the risk associated with carrying out certain job duties requires providing appropriate work attire and access to allowances relative to those job responsibilities.

THEREFORE, be it resolved that all employees that should wear specific attire to carry out their functions in a safe manner on campus be provided equal access to the same allowances and allotments; and,

THEREFORE, be it further resolved that these allowances and allotments should be of sufficient amount, with consideration of rising costs, to purchase these items for each employee; and,

THEREFORE, be it further resolved that employees should not be restricted access to these allowances and allotments based on probationary fulfillments.

Date of Passage: October 5th, 2022

“Being enacted on October 17th, 2022, I do hereby sign my name hereto and approve this Senate action.”


Staff Senate President, Tim Nichols

EXHIBIT A

TITLE Uniform Policy **DATES** Effective: 1999 Revised: 3/1/1999 Revised: 3/1/2007 Revised: 11/20/2008 **STATUS** Current **POLICY STATEMENT** This policy shall regulate a uniformed appearance for all Physical Plant employees. **RATIONALE** Personal pride is not only shown in the quality of work we do but also in our appearance. It is important for Physical Plant employees to present a professional image to the university community. Uniforms contribute to this image in addition to making service personnel more easily identifiable to our customers and giving the appearance of a more secure environment. **POLICY** Benefited employees assigned to the following departments will be provided basic uniforms for use while employed at the Physical Plant: All crafts, Stores, Central Energy Plant, Grounds Services, Technical Services, Waste Services, Equipment Services, Moving Services, Golf Course, Preventive Maintenance, and Custodial Services. Uniforms must be clean and in good shape with no holes or tears. Departments should make an effort to select a consistent shirt color, either navy blue or khaki, for their respective department. Due to certain requirements of their job duties, the Paint Shop may select white and the Technical Services department may select black. Name and arm patches are required on all shirts, with the exception of management and Technical Services, and will be either blue and white for navy and white shirts or black and white for khaki shirts. For managers and assistant managers uniforms are optional, but name tags are required. Name tag identification is recommended for other Physical Plant personnel when appropriate e.g. when representing the Physical Plant at public meetings. Arrangements have been made with local vendors to give prices and discounts that will provide the highest quality and value for our employees. A list of approved vendors and prices is available in the Physical Plant Director's Office. Benefited employees with special needs are encouraged to work with their managers to determine if accommodations can be made to provide them with suitable clothing. Uniform clothing provided to the employee with Physical Plant resources is for use at work only and all uniform clothing will be returned to the supervisor when the employee terminates employment with the Physical Plant. **PROCEDURES** Each new benefited employee will receive five cotton or polyester blend uniform shirts. Jeans and pants are available for qualified benefited employees after they complete three months of continuous employment with the university. Replacement uniforms will be provided based upon need. Total uniform costs are not to exceed \$150 per employee per year. Benefited employees who require additional clothing must receive approval from their respective manager. It is each manager's responsibility to track uniform costs and needs of their employees and to use prudent discretion when allocating department resources. **CONTACT** If you have any questions relating to the Uniform Policy, please contact the Physical Plant Director's Office. **APPROVAL** James L Scott November 20, 2008
Director, Physical Plant

EXHIBIT B

Safety Footwear Purchase Policy

The Physical Plant Personal Protective Equipment Policy requires ANSI approved foot protection (ANSI Z41.1-1991) to be worn by employees identified as working in areas where there is a danger of foot injuries due to falling and rolling objects, objects piercing the sole, or exposure to electrical hazards. Decisions will be based upon hazard assessments in compliance with OSHA Regulation 29 CFR 1910.132. Contact the Physical Plant Safety/Training Office for a current list of employees who are required to wear ANSI approved foot protection. Employees whose work requires them to wear safety footwear will be required to wear the footwear during all working hours.

All safety shoes will have an impact and compression resistance rating of 75 foot-pounds. Employees exposed to electrical hazards will have soles with an electric hazard rating for open circuits of 600 volts or less under dry conditions. All safety shoes will be a minimum of 5 inches high for ankle protection.

Employers are not required to purchase safety shoes for employees required to wear foot protection. At this time, the University of Wyoming has chosen to provide Physical Plant employees with an allowance of \$50.00 towards the purchase of safety footwear. Any cost above the \$50.00 must be covered by the employee. All safety footwear requests must come through the employee's supervisor or manager and the Physical Plant Safety/Training Office. First an approved voucher will be obtained from the Safety/Training Office; next the employee will purchase safety footwear which fit specifications by their department; and finally the employee will return the voucher along with *original* receipt and any tags that show you have met the requirements for your department, to the Safety/Training Office so that they may receive reimbursement.

If shoes are damaged prior to the approved replacement date, the employee will be expected to purchase, on their own, another pair of footwear that meets applicable standards and policies within two weeks. Other forms of approved footwear such as toe guards, metatarsal guards, overboots and traction attachments are available by contacting the Physical Plant Safety/Training Office.

Any employee with special requirements may petition for an exception through the chain of command and the final decision will be made by the Physical Plant Director on an individual case-by-case basis. Refusal by an employee to follow this policy and wear safety footwear when required will be considered insubordination and will be treated as a disciplinary matter.