1. **DRESS CODE POLICY:**

The purpose of the Engineering and Facilities (E&F) dress code policy is to provide appropriate dress code guidelines for our employees. The intent is to create a positive public image, establish consistency throughout the department and enhance employee pride in the workplace. General standards for employee grooming are also addressed.

This dress code recognizes the variety of functions, conditions and situations encountered by employees in our department. What is “appropriate” dress for one employee may be “inappropriate” dress for an employee in another area. Office workers and administrative personnel will generally have more flexibility since they address diverse situations such as meetings with clients one day and work solely in their offices the next day. Our goal is to provide a safe working environment while promoting our professional image.

All employees are to wear the appropriate attire during normal and scheduled overtime work hours and scheduled outages. Appropriate safety attire and I.D. badges will also be appropriately worn.

When an employee is wearing an MUSC uniform, they are representing MUSC and should make every effort to appear neat and professional. **This standard of wear should apply whether the employee is on or off campus and on or off duty.** If wearing an MUSC uniform, the entire standard applies. **For example, even when an employee is off duty or off-campus, they should not wear unapproved items with the approved uniform.** Employees also should not wear or use any portion of the MUSC uniform for their personal use other than incidental wear that might occur when traveling to and from work.

2. **UNIFORM STANDARDS:**

   **A. Shops, Grounds and Housekeeping Personnel:**

   1. Carpenter Shop
      Khaki trousers, Shirts (Khaki/Black micro checker), Khaki Jacket and Khaki Cap with Navy Blue Lettering
   2. Paint Shop
      White trousers, White shirts, Blue Jackets and Blue Cap with White Lettering
   3. Electric Shop & Welders
      Flame retardant navy blue trousers, and flame retardant light or dark blue shirts, Blue Jacket (Flame Retardant Items as required) and Blue Cap with White Lettering
   4. Grounds
      Spruce Green trousers, White and Green shirts, Green Jackets, (Spruce Green Shorts - June 1 – September 30 [other times at supervisors discretion]), light green pocket type T-shirts or optional. **Sleeveless shirts are not acceptable.** Caps and shade hats are Khaki with Spruce Green Lettering
   5. Lock Shop
      Navy Blue trousers, Khaki/Black Micro checker shirt, Blue Jacket and Blue Cap with White Lettering
6. Sign Shop  
Khaki pants, Hunter Green/Khaki Micro checker shirt, Blue Jacket and Khaki Cap with White Lettering

7. All other Shops  
Dark Blue trousers, Light Blue shirts, Blue Jackets and Blue Cap with white lettering

8. Housekeeping  
Men are to wear Dark Blue trousers and Royal Blue shirts. Women may also wear the Dark Blue trousers and Royal Blue shirts, or they may wear Dark Blue slacks and Royal blue button up smock tops. Caps are Blue with white lettering.

9. Recycling  
Navy Blue Trousers, Gray Shirts (No Pocket) and Navy Blue Jacket with Blue Caps with white lettering

10. Service Call Desk (EMS)  
Khaki trousers, Khaki/Micro checks, Blue Jacket and Blue Cap with White Lettering

11. Zone Maintenance Staff:  
Dark Blue trousers, Blue/Gray Micro Checker Shirt, Blue Jacket and Blue Cap with White Lettering

Note: Trousers are to be worn with a belt and with shirts tucked into the trousers. For uniformed employees, the only approved head gear is MUSC E&F baseball cap, with MUSC logo, a blue fleece/knit cap with MUSC logo, or (with the supervisor’s approval) a sun shade hat with MUSC logo. Knit caps and sun shade hats are intended to provide protection from outdoor elements and should not be worn indoors or when weather conditions do not warrant their use. No other head gear should be worn without written approval of the MUSC Chief Facilities Officer. Caps should be worn with the bill facing forward and centered, unless the forward facing bill interferes with other head gear required for a specific task such as a welding mask, face shield etc. The bill may be temporarily turned around while the task is performed. Caps or hats shall not be worn underneath hardhats or in a manner that interferes with other protective gear.

With the exception of rain gear during inclement weather, no other vest, jacket, coat, or other outerwear should be worn over the MUSC uniform other than approved MUSC uniform outerwear. Neither should printing, patches, logos or other non-MUSC devices be worn or added to uniforms without specific written approval of the MUSC Chief Facilities Officer.

B. MUSC Furnished Uniforms, A Condition Of Employment:

Shop, grounds and housekeeping employees are expected to wear the standard uniform which will be furnished, free of charge, five uniforms and one heavy weight and one light weight jacket the first year. Only Grounds and Night HVAC teams receive sweatshirts as part of their uniforms. After the first year, worn uniforms will be replaced free of charge once the worn uniform is returned to your supervisor for inspection and approval. Employees are expected to care for their uniforms, and keep them clean and in repair at all times. If uniforms are lost, stolen, torn or stained beyond repair, or if additional uniforms (More than 5) are needed for any reason, it will be the responsibility of the employee to purchase such uniforms. MUSC/Engineering and Facilities patches will be furnished by Engineering and Facilities.

When necessary, the MUSC Chief Facilities Officer, or designee, may prescribe other types of clothing in order to attain departmental goals.
3. STEEL TOE SHOES / PERSONEL PROTECTIVE EQUIPMENT:
   See E&F Policy 119.00, PERSONAL SAFETY ITEMS AND SAFE WORKING HABITS.

4. MANAGEMENT / ADMINISTRATIVE WEAR CLOTHING:

   Non-uniformed Shop foremen, supervisors, managers and building engineers shall wear
   management/administrative wear clothing. Engineering, administrative, and other staff employees
   may also wear management/administrative wear type clothing. Management/Administrative
   wear clothing includes Khaki or dress trousers, button up shirts with or without ties, polo type
   shirts or other dress shirts on appropriate occasions. Female employees may wear dresses,
   slacks and blouses, pants suits and skirts. Women's knit tops for outerwear are acceptable;
   however, tank tops as an outer garment are inappropriate. The length of skirts and other clothing
   should present a professional image. Footwear should be appropriate for an administrative office
   environment. Approval to wear special clothing or footwear may be obtained from your supervisor
   with a documented medical reason. Non-uniformed personnel may wear appropriate head wear
   while outdoors to provide protection from the outdoor elements. The department will furnish up to
   three MUSC polo or long-sleeve shirts for managers or administrative personnel during a calendar
   year as approved by the Chief Facilities Officer or his designee.

   Management and administrative employees must also adhere to appropriate personal
   protective equipment requirements when entering areas where hazardous conditions may exist.

5. CLOTHING AND ITEMS NOT PERMITTED:

   1. Head Bands and bandannas
   2. Shorts, T-shirts (worn as outer shirts), tank tops, sweats, or other athletic type attire
   3. Pants and shirts that are torn, cut off, or dirty when worn to work
   4. Shirts or caps displaying logos, lettering, language, words, signs and symbols other than
      MUSC approved trademarks.
   5. Jewelry may not be worn when working with machinery or electrical equipment or
      in other hazardous areas where the employee may receive an electrical shock or other
      type of injury.
   6. Dark glasses (except for documented medical reasons) should not be worn indoors.
   7. Denim trousers (Jeans) are not to be worn by staff during working hours.

6. IDENTIFICATION BADGES:

   All Engineering and Facilities employees are required to wear their MUSC I.D. Badge. It should
   be worn attached to the top left shirt pocket, to the collar, or hung around the neck on a neck
   chain or lanyard. The intent is to have the I.D. clearly visible with the employee's picture, name,
   and department name clearly visible. In the winter, the I.D. should be worn on the outside of
   the jacket if appropriate in order to be clearly visible.

7. TEMPORARY BADGES:

   When an employee forgets his or her permanent badge it is mandatory that he or she obtain a
   temporary badge. During a rolling 6 month period an employee is allowed (3) occurrences of a
   “forgotten badge”, per MUSC Human Resources Policy 29, Time and Attendance.
8. **TEMPORARY, SUMMER HELP, AND STUDENT EMPLOYEES:**

Temporary, summer help, and student employees may not be required to purchase and wear uniforms. These employees will be told at the time of hiring if uniforms are required. They will also be informed of required safety equipment that is appropriate. All Engineering and Facilities employees must wear I.D. badges.

9. **GROOMING:**

The purpose of this requirement is to promote a safe and professional working environment that is free from unnecessary distractions. Employees are expected to report to work with a clean and professional appearance. A reasonable amount of jewelry is acceptable provided it is worn in a manner that does not hinder work or contribute to the possibility of accidents in the work environment. However, jewelry piercing or any other item attached to the nose, tongue, or other visible body parts may not be worn during work hours. Offensive tattoos shall be covered while working on campus.

10. Even though an employee may be comfortable with certain jewelry or hairstyle, it may be deemed inappropriate for the work environment if it is distracting to other employees or customers. An employee’s dress and grooming should not draw attention or interfere with the individual employees’ performance of work duties or the job performance of others. **Also facial hair that might** interfere with the use of approved PPE face masks or hair that might interfere with use of proper headgear is not permitted. **OTHER ITEMS NOT PERMITTED:**

   For uniformed personnel Items other than the specified uniform may not be worn. These items include, but are not limited to: Walkman type radios/tape/CD players, digital audio/video recorders, earphones, and buttons and patches (other than MUSC issued) on the uniform.

11. **DISCIPLINARY ACTIONS:**

Wearing of the designated uniform and the current dress code established by this policy are considered a condition of employment. Employees who report to work out of uniform may be sent home to change into proper attire. The time away from work will be without pay and considered an unauthorized absence. Appropriate disciplinary action may be taken for failure to maintain MUSC Excellence as it relates to professional appearance.