

Physical Plant Guidelines

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Uniform and Dress Code Guideline

I. EFFECTIVE DATE

The Uniform and Dress Code guideline is effective May 1, 2007. This guideline supersedes all previous Physical Plant uniform and dress code guidelines.

II. PURPOSE

The purpose of the Uniform and Dress Code Guideline is to ensure the professional appearance of all Physical Plant Employees.

III. TECHNICIAN UNIFORMS

A. The technicians, any employee not in a supervisory role or position referenced elsewhere, must wear the authorized, university provided Aramark uniform. The uniform consists of navy blue pants, navy blue or heather grey shirts with the PPD logo on them. Specific uniform items are listed in Appendix 1.

B. Uniform purchases may only be made by zone or shop supervisor level or above. Uniform order form is in Appendix 2.

IV. SUPERVISOR DRESS CODE

A. Supervisor dress is “business casual”; consisting of slacks and a collared shirt for gentlemen and slacks or skirts and appropriate tops for ladies.

B. Supervisors may wear the Technician level uniform as prescribed under section III Technician Uniforms.

C. Supervisors have the option of wearing the authorized outerwear and shirts as listed in Appendix 3.

D. T-shirts may be worn only in non-public worksites such as warehouses, steam tunnels, mechanical rooms, etc. as circumstances dictate. Appropriate attire must be available for meeting and conducting business with customers.

V. SUPERINTENDENT DRESS CODE

A. Superintendent dress is “business casual” (or better): consisting of slacks and a collared shirt for gentlemen and slacks or skirts and appropriate tops for ladies.

B. Superintendents have the option of wearing the authorized outerwear and shirts as listed in Appendix 3.

VI. DIRECTOR AND CAMPUS COORDINATOR DRESS CODE

A. Director and campus coordinator dress is “business attire” for all senior / executive level meetings and other appropriate functions. For all other days and occasions the director and campus coordinator dress in “business casual attire”, but “business attire” must be available at all times should a need for it arise.

B. Directors and campus coordinators have the option of wearing the authorized the optional jackets, as listed in Appendix 3, as needed and the optional shirts as listed in Appendix 3 as part of the business casual attire authorized in section A.

VII. CONTRACT ADMINISTRATION AND ADMINISTRATIVE STAFF DRESS CODE

A. Contract Administration and Administrative staff dress is business or business casual as position and office environment dictate.

B. Contract Administration and Administrative staff may wear business casual attire on Fridays if individual schedules permit.

C. Contract Administration and Administrative staff have the option of wearing the authorized outerwear and shirts as listed in Appendix 3.

VIII. INCLEMENT WEATHER

A. In inclement weather conditions all personnel are authorized to wear both university and individual provided clothing as necessary.

B. All personnel will bring appropriate work attire, as required by position, for business activities after the conclusion of the inclement weather event.

IX. PROHIBITED ATTIRE AND DEPARTMENT WIDE ITEMS

A. The following items are prohibited and not to be worn by any personnel:

1. Jeans (of any type style or color).
2. Any headgear bearing a logo other than VCU.

B. Only Brown or Black shoes may be worn with the uniforms or when wearing optional uniform shirts.

C. Outerwear may not be worn in lieu of uniform.

D. All uniform and optional items will have the PPD Logo embroidered on them unless authorized by the Executive Director of Physical Plant

E. Changes to the authorized uniform or optional item lists may only be made with the authorization of the Executive Director of Physical Plant.

F. Any exceptions to the uniform and dress code guideline will only be approved, on a case by case basis, by the Executive Director of Physical Plant.