

Louisiana State University

Facility Services

Operating Instruction 3201

Revision: 5
Effective Date: June 1, 2025
Page 1 of 4

SUBJECT: EMPLOYEE UNIFORM AND IDENTIFICATION CARD

I. General

This Operating Instruction (OI) requires that all Facility Services employees wear proper uniforms and display official identification cards at all times while on duty. The purpose of this requirement is to:

- Ensure the safety and security of the campus community
- Promote a professional appearance
- Facilitate easy identification of authorized personnel

Uniforms and ID badges help distinguish university staff from visitors or unauthorized individuals, which enables students, faculty, and other staff members to promptly recognize Facilities personnel.

- A. These dress requirements include all staff assigned to various crafts, maintenance, landscape, and custodial positions.
- B. Compliance with this instruction will provide employees with proper clothing protection against most ordinary hazards. Special hazards encountered by employees will require proper personal protective equipment (PPE).
- C. Uniform shirts will be furnished by the department and worn as designated by department heads.
- D. OI 4003A (Safety Footwear Procedures/Foot Protection) provides instructions on the requirements for safety footwear.

II. Identification Tags

- A. The identification tag (ID) must be worn at all times while on duty as an employee of Facility Services. I.D. tags are not required for contract workers.
- B. The I.D. tag must be visible and affixed to the collar or pocket of the shirt or on jackets worn during cold or inclement weather. The use of lanyards is acceptable, and the ID may also be affixed to a belt loop.
- C. The I.D. tag shall not be defaced or altered in any manner. Broken or heavily worn tags should be replaced immediately.
- D. If an I.D. is lost or stolen, an employee shall promptly inform their supervisor.
- E. A maximum of four (4) I.D. tags will be replaced for an employee during a fiscal year. After four tags have been replaced, the employee will be financially responsible for obtaining additional I.D. tags.

III. Employee Dress Requirements

The general dress requirements shall include, but are not limited to, the following:

- A. Provided uniform shirts may not be altered.
- B. Uniform shirttail should be tucked into the waistband of pants at all times.
- C. Work clothes should fit properly and be well maintained.
- D. Clothing shall be clean. Soiled or dirty clothes are not considered healthy or safe.
- E. Garments that are not considered business appropriate in color, style, or design shall not be worn. Supervisors will determine if a garment is inappropriate.
- F. Printed material on work clothes is prohibited (excluding brand labels located above the breast pocket area). LSU logos are permitted.
- G. Hats with obscene or inappropriate printed material are prohibited. Hat choice is at the discretion of department supervisors.
- H. Footwear shall comply with Operating Instruction 4003A. Socks and/or hosiery shall be worn with appropriate footwear. Thong sandals and open toe shoes are prohibited at all times.

- I. Uniform shirts should have a front button. Shirt buttons farther than three (3) inches from the collar shall be buttoned. Long or short sleeves are authorized. Long sleeve shirts must be buttoned at the cuffs or be rolled or folded above the elbow. Long sleeves provide maximum protection and are strongly encouraged.
- J. Uniform shirts that are worn, ill fitting, or permanently stained do not present a professional appearance and shall not be worn by an employee. These garments will be replaced at no cost to the employee at the discretion of the department's director.
- K. Jackets may be worn over uniform shirts during cold or inclement weather but must present a professional appearance. Jackets with obscene or inappropriate printed material are prohibited. Sweatshirts are not to be worn as outer wear. Sweatsuits are not considered appropriate work clothing and are prohibited.
- L. Pants, trousers, jeans, jumpsuits and overalls shall be appropriate length. Due to safety issues, pants length should stop at the employee's shoe and not drag the ground.
- M. Belts of sturdy construction shall be worn with garments designed with belt loops. Suspenders may be worn and should be sturdy and suitable for work rather than casual wear.
- N. With the exception of Landscape Services staff, shorts and similar garments shall be prohibited because they do not provide adequate protection from maintenance work hazards.
- O. To promote health and safety and exhibit professionalism, employees are expected to be well groomed and to maintain a high standard of personal hygiene.
- P. The safety and health of employees takes precedence over personal taste.

Therefore:

1. Loose or dangling items may not be worn to work.
2. If hair is long and could present a safety hazard, it must be tied back.

- 3. Employees must be cautious of the hazards that necklaces, wristwatches, bracelets, rings, steel framed eyeglasses, and contacts present.
- 4. Facial hair may render ineffective protective equipment designed for safe breathing. If a job assignment requires an employee to wear this type of protective equipment, the employee must remain clean shaven to obtain the required fit.
- P. Landscape Services, Floor Crew, and Maintenance staff working in tunnels or job sites that are located outside of public view are allowed to wear Facilities departmental t-shirts.

IV. Responsibilities

- A. Employee failure to wear uniforms or failure to comply with this OI may result in disciplinary action.
- B. Employee loss, negligent damage, or unauthorized alteration of uniforms may result in fiscal responsibility for uniform.
- C. Each supervisor will be held accountable for ensuring that employees are aware of and understand this operating instruction. They are to report violations to department heads. They must correct violations as necessary, including sending an employee home without pay until they return in appropriate clothing.
- D. Supervisors must discipline employees in accordance with the University's Policy Statement on discipline-Employee Discipline Procedures (PS-08). https://lsu.edu/policies/ps/ps_08.pdf
- E. Department heads shall ensure that the purpose and intent of this OI is adhered to and enforced.
- F. All LSU-provided items, including uniforms, remain the property of LSU Facilities. Loss of or failure to return these items when an employee moves to another LSU department or leaves the university may result in the employee being billed replacement costs.