

Messiah University
Facility Services Dress Code Policy and Procedure
June 2023

Policy: The comfort and safety of employees as well as respect for the standards of students and customers are both recognized in the Facility Services dress code policy. We believe professionally dressed employees reflect our commitment to quality of service and convey a positive image to the campus community. As such, all Facility Service employees are expected to dress appropriately for their responsibilities and are required to follow these general dress standards:

1. Clothing should be neat, clean, in good condition and professional appearance.
2. Clothing should be in good taste and appropriately respectful of the values of our Christian heritage.
3. Facility Maintenance staff are required to wear dark blue work pants, or clean neat jeans with a dark blue or light blue shirt. Campus Events and Grounds staff are required to wear clean neat jeans, charcoal, navy or khaki work pants, crop pants, capris or shorts with dark/light blue polo shirts or any color Messiah wear shirt with a collar. Campus Events and Grounds employees may wear "Messiah University" t-shirts. There may be special events that certain employees are asked to dress in a more professional manner. Facility Maintenance Employees may wear shorts with the Assistant Director's approval and where work may be completed in a safe and efficient manner.

Facility Service Management or Facility Service Administrative support positions, which do not require uniforms, must follow the standard dress guidelines (business casual) for dress code and personal appearance. Neat clean jeans are acceptable at all times.

Inappropriate slacks or pants include sweatpants, exercise pants, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking. Inappropriate shirts/tops includes: tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; shirts with offensive advertisements; halter-tops. Shirts and tops are to have an appropriate neck line in-line with the modesty standard.

Holiday dress, theme dress and casual dress days will be determined by department Managers. These days will be announced in advance and any dress designated for these days will consider both the preferences of our students/customers and safety risks. All of the guidelines above apply to these days; however, on holiday, theme and casual dress days any Facility Service employee may wear jeans, t-shirts and sweatshirts following the good taste guidelines above.

4. Personal Protective Safety equipment, such as eye protection, gloves, and aprons will be provided by the University when necessary. In addition, Any Facility Maintenance staff that has the potential for any exposure to Arc Flash is required to wear the PPE provided by the University for proper Arc Flash protection. It is recommended that maintenance staff that performs any electrical work exposing them to live circuits should wear 100% cotton clothing or RF rated clothing.

5. Water resistant or water-proof athletic or walking shoes, leather or leather type sneakers, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. All shoes are to be in good condition and present a positive image.

Facility Maintenance, Grounds, Certain Positions in Campus Events, Engineering Technicians

Full time employees working in Facility Maintenance, Grounds, certain positions in Campus Events, and the Engineering Technicians must wear protective footwear (safety shoes) when performing work where the potential for crushing or compressing the foot/toes exists (ex., potential to drop or roll heavy object on foot). The protective footwear must have steel-toes, alloy-toes or composite toes and, as required by OSHA 1910.136, must comply with one of the following:

ANSI Z41-1999; or ANSI Z41-1991; or compliance with any later ANSI Z41 standard
ASTM F-2412-2005 and ASTM F-2413-2005 (or compliance with later revisions)

In addition, for electricians the protective footwear must also be rated for electrical hazard protection. This is also recommended for anyone whose work includes a significant amount of exposure to electrical hazards.

Messiah University will supplement a portion of the cost of this protective footwear for full-time employees in these positions provided that purchases are made through the online Lehigh CustomFit program. Each fiscal year the University will credit an amount to their account in CustomFit; employees will be responsible for paying any cost over this allotment. The CustomFit program will be administered by the compliance coordinator; however, it is the responsibility of the department managers to inform the compliance coordinator of changes in staffing which would result in additions or deletions to the list of employees eligible for this program. The University will not supplement the cost of protective footwear for part-time and seasonal employees in these positions; however, the use of steel toe, alloy toe or composite toe shoes is encouraged and sturdy shoes must be worn as a minimum.

6. Name and photo badges permit our students/customers and visitors to easily recognize employees and create a safe environment. All employees are provided a name and photo badge, which must be with the employee at all times while on duty. If the badge is lost, a replacement may be purchased through the Card Service Department. Badges should not be pierced by any items. Service awards, seasonal pins and other items may be added by using an extender or plastic pocket for badge.

7. Watches, school rings, wedding rings or engagement rings are generally permitted depending on the employee's responsibilities. Employees are to refrain from wearing jewelry such as long dangling earrings, loose-fitting bracelets and necklaces when working in a mechanical setting because they could become a hazard to the employee or student/customer.

8. Visible tattoos considered excessive or offensive are not appropriate. Judgments about the nature of tattoos will be made in light of safety and in consideration of modesty by the direct supervisor and when necessary in conjunction with the Vice President for Operations. Visible body piercings are acceptable at the discretion of the immediate supervisor and the Vice President for Operations.

9. Hair, including facial hair, must be clean and neat. Employees with job responsibilities involving mechanical equipment are required to restrain long hair by braid, bun, net, or similar fashion to ensure it does not interfere with job duties or create a safety hazard.

10. Excessive use of cosmetics or fragrances is not permitted as these may cause allergic reactions for students/customers or fellow employees.

Remember that when choosing clothing for this working environment, respect for the perspective of the students/customers we serve, propriety and safety should be foremost considerations.

Procedure:

Responsibility

Hiring Manager

Inform all new employees of the general Dress Code policy so that they may be appropriately dressed for work.

All Managers, Supervisors and employees are responsible for insuring adherence to the dress code.

Facility Service employees are required to purchase and wear clothing that meet the guidelines of this policy.

Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards.

Scott Zeigler, Form
creator Signature

Electronically signed by Scott Zeigler on 07/05/2023 10:11:38 AM

Vice President for Human
Resources and
Compliance Signature

Electronically signed by Amanda Coffey on 07/17/2023 9:54:42 AM

Vice President for
Operations Signature

Electronically signed by Kathie Shafer on 07/05/2023 10:47:21 AM

Director of Facility
Services Signature

Electronically signed by Bradley Markley on 07/05/2023 10:12:54 AM

Assistant Director,
Physical Plant Signature

Electronically signed by Brian Miller on 07/07/2023 11:26:38 AM

Assistant Director of
Building and Grounds
Signature

Electronically signed by Mark Graybill on 07/05/2023 10:34:18 AM

Facility Services
Administrative Coordinator
Signature

Electronically signed by denise blackley on 07/05/2023 11:20:46 AM

Campus Events Manager
Signature

Electronically signed by Laura Price on 07/05/2023 10:22:05 AM

Grounds Manager
Signature

Electronically signed by Art Palese on 07/11/2023 2:04:57 PM

Facility Maintenance
Service Supervisor
Signature

Electronically signed by Jarrod sites on 07/10/2023 8:13:19 AM

Campus Events Asst
Mgr, Central Campus/Res
Halls Signature

Electronically signed by Renee Feather on 07/07/2023 1:04:38 PM

Campus Events Asst
Mgr, 2nd and 3rd Shift
Signature

Electronically signed by Theresa Day on 07/05/2023 10:08:01 PM