Messiah College
Facility Services Dress Code
Policy and Procedure

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 enhancing the quality of service for the students and customers and convey a positive image to the campus community.

All Facility Service employees are required to follow general dress standards. Facility Service employees are required to purchase and wear clothing that meet the guidelines of this policy.

Facility Services management expects all Facility Service employees to be dressed appropriately for their responsibilities and to maintain a neat, clean, in good condition and professional appearance at all times, including holiday dress, theme dress and casual dress days.

In consideration of the students/customers we serve and in order to create a safe environment, modesty is an important issue; therefore, clothing should be in good taste and appropriately respectful of student/customer preferences and the values of our Christian heritage.

Facility Services requires specific dress for each department. Facility Maintenance and Grounds are required to wear dark blue work pants, or clean neat jeans with a dark blue or light blue shirt. Campus Events staff are required to wear clean neat jeans, charcoal, navy or khaki work pants (or shorts in summer) with blue/white pin stripe shirts, dark/light blue polo shirts or any color Messiah wear shirt with a collar. Campus Events employees may wear “Messiah College” t-shirts on Fridays (Third Shift on Thursdays) and during the summer months, with the exceptions of the weeks of Commencement, Homecoming, Board of Trustee meetings and other days as communicated in advance by the manager. There may be special events that certain employees are asked to dress in a more professional manner. During the summer months (beginning the Tuesday following Memorial Day until the week prior to students returning to campus) employees in the departments are permitted to wear shorts that match the standard colors listed above. Grounds are permitted to wear khaki shorts in the summer as well. Personal Protective Safety equipment, such as eye protection, gloves, and aprons will be provided by the college when necessary.

Any Facility Maintenance staff that has any exposure to Arc Flash is required to wear the PPE provided by the college 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.

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 College 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 College 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 College 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.

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 may be acceptable at times at the discretion and approval of the Director.

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.

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/customers.

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 your direct supervisor and when necessary in conjunction with the Vice President for Operation. Visible body piercings are acceptable at the discretion of the immediate supervisor and the Vice President for Operations.
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.

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. These guidelines for footwear apply to holiday, theme and casual days as well.

Excessive use of cosmetics or fragrances is not permitted as these may cause allergic reactions for students/customers or fellow employees. Inappropriate slacks or pants include sweatpants, exercise pants, shorts (seasonal exceptions may be approved by individual department Managers), bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking. Full-length pants and ankle-length pants are acceptable for Administrative Support employees. Crop pants and capris are acceptable for casual days, or as an alternative for wearing shorts in the summer; jeans are acceptable for employees in the Maintenance, Campus Events, and Grounds departments. Jeans are to be in good condition with no frays or holes.

Polo shirts, dress shirts, sleeveless tops, sweaters, golf-type shirts, and turtlenecks are acceptable attire for normal business days and casual days. Inappropriate attire 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.

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 Step Action

Hiring Manager
1 Inform all new employees of the general Dress Code policy so that they may be appropriately dressed for work.
2 All Managers, Supervisors and employees are responsible for insuring adherence to the dress code.

"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".

Jen Peachey, Form creator
Electronically signed by Jen Peachey on 05/30/2017 10:41:39 AM

Vice President for Human Resources and Compliance Signature
Electronically signed by Amanda Coffey on 05/30/2017 12:46:56 PM

Vice President for Operations Signature
Electronically signed by Kathie Shafer on 05/30/2017 10:49:42 AM

Director of Facility Services Signature
Electronically signed by Bradley Markley on 05/30/2017 10:56:27 AM

Facility Maintenance Service Manager Signature
Electronically signed by Daniel Smith on 05/30/2017 11:15:13 AM

Grounds Services Manager Signature
Electronically signed by Pete Ramsey on 06/05/2017 6:42:43 AM

Facility Services Administrative Coordinator Signature
Electronically signed by Denise Blackley on 05/30/2017 10:48:54 AM

Campus Events Manager Signature
Electronically signed by George Blackburn on 05/30/2017 11:25:29 AM