

UNIFORM DISTRIBUTION PROCEDURES AND GUIDELINES

DISTRIBUTION PROCEDURES

1. **NEW EMPLOYEE:** The supervisor of the new employee will be provided the appropriate uniform order form with their supervisor checklist. It is the supervisor's responsibility to give the employee the form and direct them to the Front Office Receptionist Area to select their uniform articles during the first week of their employment. (Styles and quantities as specified in Uniform Selection Guidelines.) After determining the employee's selection and assisting them in completing their hard copy order form, the Front Office Administrative Support person completes an electronic order form and sends the handwritten copy to the Business Manager. This person checks the electronic order form against the handwritten copy, types in their approval, and emails it as an attachment to the vendor. The filled orders are delivered to the Front Office Receptionist Area. A separate invoice accompanies each individual's order. The Front Office checks the orders against their electronic order form, then gives the Business Manager the invoices, and, notification of any discrepancies. This person checks the invoice totals and resolves any discrepancies with the vendor. The Business Manager signs the invoices and sends the original copies to Accounts Payable. The Front Office contacts the Supervisor of the employee or the Division's Administrative Support Person to pick up the orders.
2. **NEW EMPLOYEE HAT:** The initial uniform order will include the offering of a hat. If the employee chooses to wear a hat, we will provide them with the PFD hat we have in stock, or, they may purchase their own MU hat. The new employee is offered the hat at the time they are placing their uniform order in the Front Office.
3. **NEW EMPLOYEE JACKETS:** At the completion of the employee's probationary period, it will be the supervisor's responsibility to inform the employee to go to the Front Office Receptionist Area regarding ordering their jacket. A list of names is maintained in the Front Office of those employees eligible. Division Directors may waive the probationary period wait for the ordering of a jacket as they consider the nature of the job. The Director will notify the Front Office if they desire to implement this waiver.
4. **TEMPORARY EMPLOYEES:** Temporary employees such as those filling in for leaves of absence will be given only five t-shirts. Engineering Interns will be provided two shirts of the same style as the unclassified staff.
5. **RESIGNING/RETIRING EMPLOYEES:** Employees who leave the Department within one year of their PFD hire date must turn in the original quantity of uniform articles provided, (not including any employee purchased items.) The Supervisor should remind the employee of this policy upon knowledge of their leaving employment. The employee is responsible for delivering their uniform articles (clean/laundered) to their Manager/Supervisor. The Manager/Supervisor is then responsible for returning the items to the departmental person in charge of ordering the uniforms. This individual will pull the initial order form for the employee, verify that the correct items are being returned, initial the order form, and put it in the "inactive" file.
 - a If the employee resigns before receiving their uniform order, when it arrives, the Front Office will pull the employee order form, put it in the "inactive" file, place the articles in Admin stock, and maintain an inventory of that stock. These articles may be distributed to new employees, or to employees for purchase.
 - b Used articles in good condition will be collected and priced for resale to employees at "yard sale" prices at some future date. Articles in poor condition, i.e. worn, stained, and/or damaged, will be destroyed.

6. **STUDENT T-SHIRTS:** The Storeroom will order and maintain inventory of student t-shirts. The appropriate order form may be obtained from the Front office or the Division's administrative support staff. Students are issued three t-shirts. All students working outside of Cole Service Building will be wearing red t-shirts. T-shirts are not provided for students performing administrative duties.
7. **PANTS/SHORTS:** Employees who choose to order the pants are required to wear them. If it is a day they want to wear shorts, they may wear blue jean shorts. The uniform shorts are not provided, but the employee may purchase them.
8. **UNCLASSIFIED MANAGERS:** At the discretion of the division's director, three additional shirts may be ordered for unclassified managers. The funding will be taken from their operating budget.
9. **PERSONAL ORDERS:** Employees may purchase additional uniform articles by contacting the Front Office Administrative support person. They may choose from the same selection of articles that the University provides them in their position. The employee will be required to pay with a check made payable to Miami University, money order, or cash prior to the order being placed.
10. **REPLACEMENT ARTICLES:** (from existing SOP) "Uniform articles lost, damaged, or stolen through misuse or neglect by the employee, will be replaced at the employee's expense. If employee's supervisor determines uniform article has been damaged in job-related activity, Department will replace article." In this situation, the supervisor is to bring the damaged article to the Front Office and indicate the reason for the damage claim to the Department's uniform issuer, preferably in writing.
11. **AWARDS JACKETS:** Employees may be issued a black Kasha lined jacket as an award. The black jacket may be worn as part of the uniform. Red Kasha lined jackets are only ordered for retiring employees. Employees who earned the red Kasha lined jacket as an award prior to this policy, may wear them as part of the uniform.
12. **SWEATSHIRTS:** Four styles of black sweatshirts with the PFD logo are available for purchase. These may be worn as part of the uniform. Employees may order these through the Front Office. (Select styles may also be offered as part of the awards program.)
13. **ANNUAL REPLACEMENT ISSUE:** As stated in the SOP, all employees required to wear a uniform will be provided with an additional two (2) shirts and one (1) pant (optional) each year. These numbers may fluctuate depending on budget funding availability. New employees who have received uniforms within four months prior to the annual replacement issue will not receive replacement articles.

Annually, each eligible employee will receive a memo announcing the replacement order, a listing of all previously ordered articles (as provided in our database), and a new order form. The employee is to complete the form indicating the style and size of the replacement articles they want, based on the two shirts and one pant limit, and turn in to their Supervisor. Once the supervisor has all their employees' orders, they return them as directed in the memo. The Front Office Administrative Support person will verify that the employees have chosen articles they are eligible for and process the orders. The Divisional Administrative Support Staff has greatly assisted in this effort for the Annual Replacement taking the burden of checking 300 order forms off of one person.

14. **SALE OF USED UNIFORM ARTICLES:** Employees will have the opportunity to purchase used uniform articles at greatly reduced prices.

OTHER STIPULATIONS

1. **COVERALLS:** Coveralls issued by PFD which we have control over are okay to be worn over the uniform during inclement weather or while performing other job duties where an extra or different outer garment is needed.
2. **SMOCKS:** Sleeves may be cuffed or hemmed to shorten them from their original length to be in comparison to a short-sleeved smock. An additional top may be worn under the smock, but if wearing the smock unbuttoned like a jacket, the top must be appropriate (no lettering or logo).
3. **MATERNITY WEAR:** We will make reasonable effort to provide the appropriate alternative option in uniform articles for an employee during a pregnancy while working. This will be decided on a case-by-case basis.
4. **EXCEPTIONS:** Any exceptions and/or adjustments to these distribution procedures must be approved by the Business Manager and/or the Assoc. V.P. for Facilities.

RESPONSIBLE PERSONS

Supervisor
Front Office Administrative Support Person
Business Manager
Division Director – waiver of probationary period wait for jacket
Storeroom – student t-shirts
Assoc. V.P. for Facilities

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