Introduction
The professional image of Plant Operations employees begins with our personal appearance. The Plant Operations - Standard for Personal Appearance was developed with input from the Skilled Trades, IUOE & AFSCME Unions, our OSEH representatives and Plant Operations management.

The Standard was developed to address the following challenges:
- Safety is a top concern of Plant Operations. It is imperative that all employees dress appropriately for the work they are performing. Employees must perform their tasks with as much protection as possible from the hazards associated with their jobs.
- Plant Operations employees are constantly in the eye of our customers and the public as they perform their daily tasks.
- Everyone was hired to perform certain tasks. The Plant Operations “Standard for Personal Appearance” should not limit or interfere with the ability of an individual to perform all of the tasks associated with his or her classification.

With these challenges in mind, Plant Operations has developed the following minimum standard for all employees. Individual units or shops may choose to impose further restrictions on dress that are more stringent than these standards, to better meet the principles of safety, professionalism and productivity in their respective areas.

General
Worker safety is a top priority. Employees must wear proper clothing, as required by occupational health and safety regulations, programs and policies, to protect themselves from the hazards associated with their working conditions.

Employees are expected, at all times, to present a professional and appropriate personal appearance to our campus community and the public.

All clothing must be hemmed and in good repair.

Clothing shall be free of advertisements for vendors, contractors, stores, restaurants, etc. Union and University logos are acceptable. Clothing manufacturer logos that are an integral part of the clothing (shirt pocket, sleeve, back of neck or pants pocket logo) are acceptable.

Employees will wear or use protective clothing and equipment, when necessary, to fulfill their assigned tasks.

The following requirements apply to employees working outside of an office environment:

Pants
Long trousers are acceptable at all times.

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Section: Personnel

Subject: Standard for Personal Appearance

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<th>Shirts</th>
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<td>Shirts must cover the entire shoulder. Employees who receive shirts from the department must wear these shirts while working or must return the shirts to their department.</td>
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<tr>
<th>Shoes</th>
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<td>Work shoes that enclose the entire foot are required. If the employee has been issued safety work shoes, the shoes must be worn at all times at work.</td>
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<th>Short pants</th>
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<td>Individual departments will set the standard for their areas within the following guidelines. Not all employees will be permitted to wear short pants.</td>
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Short pants must conform to the following standards:
- Solid Color – Blue or Khaki Only
- Knee Length (must extend to within 2 inches of the knee)

All employees wearing short pants must carry with them a pair of long pants or coveralls. Long pants or coveralls must be worn when a work assignment requires leg protection or takes an employee into an area where short pants are prohibited.

Short pants are not allowed in the following areas:
- University Hospital facilities
- Welding Shop or other places where welding is occurring
- Central Power Plant
- Tunnels (All)
- Mechanical rooms
- Elevator / escalator hoistways, wellways & machine rooms
- Boiler rooms
- While working on energized electrical equipment
- While working with hot tar roofing
- When performing hot work (welding, cutting, brazing, torch soldering, high speed metal grinding, or the use of an open flame)
- Hazardous locations and where prohibited by other policies and programs

**Outdoor Clothing:**
Each employee is responsible for wearing the appropriate protective clothing to work outdoors in all types of weather conditions. Employees are expected to provide their own hats, coats, scarves, boots, gloves, etc., to maintain good health, safety and comfort on the job.