**MEMORANDUM**

February 13, 2015

Re: 2015 Uniform Reorders

The 2015 uniform reordering process is now open and you may begin placing orders for your area. Promotional Designs is the current provider of campus uniforms, and our campus contact is Kristi Lemieux, (920) 593-2686, kristil@promotionaldesigns.com. Please see the attached form and price list to assist you in the ordering process. The vendor can also provide samples of clothing offered, if requested.

Kristi will be available a minimum of twice per shift for measuring/ordering employees that work 2nd and 3rd shifts. All orders should be sent through Kristi.

The campus uniform policy was recently revised to include an initial allotment of $200 for new hires and $200 for current employees in the event of a University approved uniform change. All employees covered by this policy will be eligible for up to $150 worth of replacement pieces during the annual reorder process. All amounts will be pro-rated for less than full time employees. Department supervisors are responsible for approving their employee purchases, ensuring items ordered are compliant with department standards. All uniform shirts will include embroidery of employee names, however outwear will only include the University/departmental logo. Included with this memo is a copy of the revised uniform policy.

Invoices can be paid via the Purchasing Card or processed as a direct charge. Please contact Marie Helmke at ext. 2598 with any questions.

Cc: Matthew Bergeron

 Poppy Grant

 Melissa Huckabee

 Robin Kepler

 Tammy Olp

 Christine Olson

**UNIFORM POLICY**

Revised 1/28/2015

Employees in units specified below are required to wear uniforms during their hours of employment and are permitted to wear them to and from work. The uniforms are the property of the University and are not to be worn other than during the times specified above. Employees who are issued uniforms are responsible for keeping their uniforms clean, repaired, and laundered. Employees must return uniforms at the end of their employment. The uniforms may be reused by the department or disposed of if no need exists.

Departments covered:

- Facilities Management (Operations, Grounds, Maintenance, HVAC, Power Plant)

- Purchasing (Mail Service, Receiving)

- Residence Life (Maintenance)

- University Union (Maintenance)

Upon hire, employees in departments noted above will be granted an initial uniform allowance of $200. This amount will be pro-rated based upon appointment percentage for employees that are less than full-time.

February of each year, employees in departments noted above may place orders for additional or replacement uniform pieces up to $150, compliant with the department standard look and uniform pieces allowable. Purchasing will initiate the re-order procedure by notifying departments noted no later than January 15th of each year. Uniform components will be purchased in accordance with established State and University purchasing procedures and comply with approved departmental look. In the event of a University or department approved uniform change, employees in departments affected will be given a replacement uniform allotment of $200. All subsequent re-orders will comply with the annual process outlined above.

Please refer to your department policy for specific information related to the wearing of purchased uniforms, appearance and grooming standards.

Items of clothing that fall outside of normal uniform components may be purchased by departments based upon departmental need with approval of the department’s director. Components should be purchased in accordance with established State and University purchasing procedures.