

Clothing and/or Uniforms Provided to Employees
Working Policy & Procedure
August 21, 2015

Department/Division responsibilities include:

- A Dean, Director or Department Head has determined that a prescribed uniform will be worn on the job as a condition of employment. The department may furnish uniform items at no cost to the employee.
- The cost of uniform items will be funded by departmental budgets.
- The Department shall specify the uniform type, style, color, quality and manner in which the uniform is to be worn.
- Each Department shall delegate a position that will be responsible for maintaining all uniform item information and documentation.
- Departmental documentation shall at a minimum include the following: purchase receipt/invoice; method of purchase (i.e., P/O, ProCard, direct pay request); name of each employee receiving uniform items; inventory of uniform items issued to each employee; cost of each uniform item; date of issuance; and employee's signature.
- Uniform items that have some useful life remaining will be collected from the employee when the employee's University employment ends.
- The useful life of uniform items is two (2) years.
- Uniform items that have some useful life remaining but are not returned to the University when an employee's University employment ends will be considered a taxable benefit to the former employee.