

**ARKANSAS TECH UNIVERSITY**  
**UNIFORM POLICY**  
**MARCH 17, 2009**

Effective March 17, 2009, Arkansas Tech University Vice Presidents may designate employees within their areas of responsibility to be issued uniform work shirts with appropriate Tech embroidered logos. Executive Council members will be responsible for approving the specific type, style, color, etc. requested by the appropriate Vice President.

Wearing of uniform shirts has many advantages to both Arkansas Tech and the employee. A business-like appearance enables the employee to represent Arkansas Tech in a safe and professional manner. Uniforms are intended to give a neat, presentable, and professional appearance that enhances the employee's status in the University community. Keeping the uniform clean and neat shows a sense of pride in belonging to an accomplished organization and a professional attitude towards work. Uniforms make it possible for building occupants and law enforcement personnel to recognize people who have authorized access to University property. Lastly, uniforms are benefits that help save on wear and tear to the employee's personal clothing.

Upon completion of the probationary period, designated employees will receive 3 short sleeve and 3 long sleeve uniform shirts, the cost of which, along with their repair or replacement due to reasonable wear and tear, will be borne by the departmental budget. Each employee is responsible for safeguarding and accounting for all shirts issued and for laundering and minor repair. Uniform shirts that are damaged, lost, or stolen due to employee negligence must be replaced at employee expense. Upon termination of employment, the uniform shirts will be returned to the department.

Upon issue of uniform shirts, all appropriate personnel will be expected to wear them while on duty. Employees can wear the shirts to and from work at the University and on brief stops to conduct personal business, but should not wear them off duty. Wearing the shirts for personal gain or in a manner which would be detrimental to the University could result in disciplinary action. Employees may wear uniform shirts when they are on the job even though they are off the University premises or outside their work areas, such as attending special work-related training seminars or meetings. For after-hours call-outs, uniform shirts are optional, but should be worn when possible. Extenuating circumstances causing an employee a special need to wear personal clothing rather than the uniform shirts must be approved by the immediate supervisor.

Each appropriate department will be required to keep records of uniform issuance and replacement per employee along with appropriate budgetary accounting files. A copy of the uniform issuance and replacement record will be forwarded to the employee personnel file.

**ARKANSAS TECH UNIVERSITY  
UNIFORM ASSIGNMENT FORM**

EMPLOYEE'S NAME:	DEPARTMENT:	SUPERVISOR'S NAME:
T NUMBER:	EMPLOYEE'S POSITION:	SUPERVISOR'S WORK PHONE:
EMPLOYEE'S HOME ADDRESS:	EMPLOYEE'S TELEPHONE NUMBER:	SUPERVISOR'S CAMPUS ADDRESS:

ISSUE DATE	DESCRIPTION OF ITEM	# OF ITEMS	REISSUE DATE	COST	RETURN DATE	COLLECTED BY (INITIAL)

**STATEMENT OF UNDERSTANDING**

Failure to return the above uniforms to Arkansas Tech University may result in the cost being deducted from my final salary payment. If the final salary payment is not sufficient to cover the dollar amount to be deducted, I will be responsible for the financial debt to the University.

_____	_____	_____	_____
Employee's Signature	Date	Supervisor's Signature	Date

**EXIT INTERVIEW COLLECTION VERIFICATION**

_____	_____	_____	_____
Employee's Signature	Date	Supervisor's Signature	Date