

Title: Uniform Procedure
Department: Administrative Services
Effective Date: April 5, 2019

PURPOSE

The purpose of the PPM Uniform procedure is to meet uniform requirements for collective bargaining agreements, increase staff visibility on campus, create team identification, and increase CSUN and PPM pride among staff members.

RESPONSIBILITY

The Director of Logistical Services (or designee) is responsible for oversight of the Uniform Program. The Physical Plant Management Distribution Center will hold annual order/sizing events to ensure that existing staff have the opportunity to participate in the program as appropriate. In addition to the annual bulk order, staff may purchase uniforms out of pocket at any time throughout the year.

PROCEDURES

1. PPM offers employees uniform items per fiscal year based on a specific dollar amount outlined below. Employees can review a catalog of approved items and select from the catalog as detailed below. Employees will complete a Uniform Order sheet (Appendix 1) and will retain the pink copy for their records.
2. Funding is reviewed annually by PPM Senior Management for availability and to determine the appropriate allowance levels. Allowances will be based on the cost to supply trades, custodial, grounds, and logistical staff with the approximate equivalent cost for five uniform shirts.
3. The funding allowance for the 2015/2016 Fiscal Year moving forward (until revised) is:
 - a. New Employees and Initial Program Startup
 - i. Trades (if not already issued Flame-Resistant (FR) rated shirts), Custodial, Grounds, and Logistical Services staff will receive five shirts appropriate to their classification.
 - ii. MPP, Admin/Office staff will receive an allotment of \$25 to be applied towards the purchase of a single catalog item.
 - iii. Student Assistants in Warehouse Positions (Distribution Center, Asset Management, and Postal Services) will receive one work shirt appropriate to their job duties.

iv. Continuing Employees

1. \$55 = Trades, Custodial, Grounds, and Logistical Services Staff
 2. \$25 = MPP, Admin/Office staff
4. Cash values listed as a uniform allotment, un-used allocations, and/or partial remaining allocations are not employee compensation and is not transferable to the employee as compensation in any form.
 5. Unused uniform allocations are not cumulative across fiscal years.
 6. The annual uniform allotment and/or any unused portion cannot be given or transferred from employee to employee.
 7. Unused uniform allocations can only be used toward the uniform purchase of a uniform consistent with this procedure.
 8. If an employee wants to order items that exceed the allowance, they may do so by making a check or money order payable to "CSUN" for the outstanding balance and any associated taxes. Orders will will be placed upon completion of payment of the outstanding balance.
 9. Should a Trades, Custodial, Grounds or Logistical Services Staff employee uniform shirt become damaged or otherwise deemed unrepresentable outside of the annual ordering process, it may be exchanged on a one-for-one basis as deemed appropriate by the responsible manager. MPP and Admin/Office staff are not eligible for this benefit.
 10. It is the responsibility of the employee to wear the uniforms. CSUEU staff will be expected to wear uniforms as per Article 21.27 of the Collective Bargaining Agreement. While this is not a mandatory program for SETC staff, in order for the program to be a continued success, employees who choose to participate are expected to wear the items provided.
 11. The allowance is meant to provide items for employee work related purposes only and is not intended for use outside CSUN employment or to outfit family members or friends. Such use of resources is prohibited.

Uniform Limitations

1. The Senior Director (or designee) may limit the amount of items employees may select. Limitations for continuing employees are:
 - a. Hats - Employees may order up to THREE hats per year with their allowance. Additional hats may be purchased at employee's expense.
 - b. Jackets - Employees may order ONE jacket with their allowance every three years. If an employee wants to order additional jackets, they may be purchased at employee's expense.

Uniform Advisory Committee

2. Representatives from each shop/area will be invited to serve as a representative on the Uniform Advisory Committee.
3. The Uniform Advisory Committee will meet as needed to discuss information gathered from their areas. The Committee will review the program, discuss ways to improve the program, the quality of items offered, changes employees recommend, items to add or remove, etc.

Safety Clothing

1. Employees are required to wear the appropriate clothing based on safety requirements for their areas. Not all of the items offered in the uniform program are intended to meet these task specific requirements. It is the responsibility of the employee to wear safety clothing in all appropriate situations where the work assignment dictates the need.
2. Staff members annually issued Flame-Resistant (FR) rated shirts as deemed appropriate for their classification will not be eligible to receive the PPM Uniform Program allowance, but may purchase items from the program catalog at their own expense. Purchase of catalog items does not exempt staff from the use of FR rated clothing when appropriate.

Ordering

The PPM Distribution Center (DC) is responsible for placing all uniform orders with our vendor once necessary payments have been collected.

1. DC staff will create a line item purchase order by size and style for each item ordered.
2. DC staff will email order to vendor, requesting order and pricing verification.
3. DC staff will attach the remaining two copies of the Uniform Order form to the purchase order and file until items are received.

Order Filling

Upon receipt of the items in PPM's Computerized Maintenance Management System (CMMS) by Receiving, all uniform orders will be delivered to the DC.

1. DC staff are responsible for matching the contents of the shipment against the Uniform Order form filed with the purchase order.
2. DC staff will shrink wrap orders by requestor, including the yellow copy of the Uniform Order form in the packaging.
3. DC staff will issue all uniform items in CMMS as appropriate.

REFERENCES

CSUEU Collective Bargaining Agreement (January 31, 2018-June 30, 2020)

- Uniform Reimbursement - Article 21.27

APPROVED



Jason R. Wang, Senior Director

04-09-19
Date

APPENDIX

Appendix 1 – Uniform Order Form (attached)

Appendix 1



Uniform Order

Date: _____

Employee Name: _____ Employee ID: _____

Shop: _____ Order Taken By: _____

ITEM #	DESCRIPTION	SIZE	QTY	PRICE	EXT.PRICE

PO #	Order Date

Subtotal: \$ _____

Tax (_____ %): \$ _____

Total: \$ _____

Dept Contribution: \$ _____

Employee Contribution: \$ _____