

## **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Policy:** Custodial and Maintenance Uniform Policy

**Series:** G77

**Reference:** West Virginia Code §18-5-13

**Issued:** 09.20.2007

**Revised:**

**Revision Number:**

---

**77.01 Philosophy.** Due to increased security concerns, the ability to clearly identify school employees has become increasingly important. The wearing of uniforms by the Custodial and Maintenance staff would better identify such staff members who are qualified and permitted to be on Kanawha County Schools premises from those who may or may not have a legitimate reason or authorization to be on school property. In addition uniforms convey a positive image to students and the public.

**77.02 Purpose.** With security measures heightened, uniforms provide identification for people working on school property. Because of the visibility of cleaning and maintenance personnel with Principals, Teachers, Students, and Parents, the addition of a uniform promotes a positive, caring image toward the overall impression of the facility. Professionals are working on the job and a complete uniform signifies the presence of an expert.

Comfort is a must for any employee who is constantly walking, stretching, kneeling and twisting on the job. Cleaning and maintenance employees are constantly on the go with little time to worry about personal comfort. If garments are too big, too small or worn out, employee productivity could be decreased.

**77.03 Scope.** This policy applies to all regularly employed Custodial and Maintenance Employees.

### **77.04 Requirements governing the wearing of uniforms.**

**77.04.1** All required uniforms are the property of Kanawha County Schools or leasing company and do not become property of the employee.

**77.04.2** Approved uniforms must be worn while serving in a Custodial or Maintenance capacity when on Kanawha County School property.

**77.04.3** Anytime a uniform is worn, it must be worn according to policy.

**77.04.4** Clarification regarding questionable apparel shall be obtained from the supervisor prior to wearing to work.

## **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

**Policy:** Custodial and Maintenance Uniform Policy

**Series:** G77

**Reference:** West Virginia Code §18-5-13

**Issued:** 09.20.2007

**Revised:**

**Revision Number:**

---

- 77.04.5** Appropriate shoes shall be worn. They must be kept clean and presentable. No sandals, open toed shoes, or high heels are permitted.
- 77.04.6** All shirts tails are to be tucked inside pants.
- 77.04.7** During colder weather, a jacket, sweater, turtleneck, gloves and boots may be worn with uniform.
- 77.04.8** After initial fitting alterations due to weight gain or loss will be completed by the supplier.
- 77.04.9** All Custodial and Maintenance personnel are required to be clean and neat when reporting to work.
- 77.04.10** Uniforms are not to be worn while working for another employer or during leisure activities which may cause excessive wear or soiling of uniforms.
- 77.04.11** Employees are not to permit unauthorized use of their uniform.
- 77.04.12** Medical or religious exceptions to these regulations may be approved by the Administrative Assistant of Maintenance and Custodial Services.
- 77.04.13** Upon termination of employment or change in classification all uniforms must be returned to Kanawha County Schools Maintenance Department (Crede).
- 77.04.14** All uniforms becoming unsuitable for wear must be turned in for repairs.
- 77.04.15** All regularly employed Custodial and Maintenance personnel are required to participate and wear uniforms while working on Kanawha County Schools' property.
- 77.05 Penalties.** Any employee who willfully and repeatedly fails to follow this policy will be subject to discipline, up to and including suspension or discharge.