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## MEMO

To: All Buildings and Grounds Staff and Central Maintenance Staff

From: Tim Rybak, Director of Buildings and Grounds  
Dave Kusinski, Assistant Director of Buildings and Grounds

RE: Uniform Dress Guidelines

Date: November 10, 2014

### Uniform Dress Guidelines

You must always wear your district issued badge while you are at work.

The standard uniform for Bloomington Custodial and Central Maintenance Staff is long blue work pants or jeans in good condition and the logo polo shirts. (Or light blue shirt)

New employees will not receive uniforms until their 6 month probation period has passed. In the meantime new employees should wear their badge and collared shirt such as a polo shirt or button up shirt and jeans or blue work pants.

New This Year: Staff who are not working in a grounds position or with boiler or pool chemicals can wear shorts or logo t-shirts on non-student contact days or summer if they choose. Shorts can not be shorter than 2" above your knee and no jean shorts unless they are purchased hemmed and no frayed edges. The "optional summer t-shirts" blue district t-shirts with your name and logo on it can be worn on non-student contact days and during the summer while regular school is not in session from the 2<sup>nd</sup> week June till the 3<sup>rd</sup> week August. (The T-shirts are optional and you must purchase them yourself)

All employees are required to wear reflective gear at all times while working outside. The outermost layer of clothing must be reflective gear for your safety.

Outside grounds workers must wear long blue work pants or jeans in good condition for your leg protection and the logo yellow safety shirt, polo shirts or light blue shirt. When wearing the blue shirts or a jacket you must also wear the vest for your safety.

If the district has paid for your safety shoes you are required to wear them while on duty.

No tank tops or sleeveless shirts or individual school t-shirts allowed inside or outside year round.

A reminder if you are not on duty please do not wear your Bloomington logo shirt or badge around in public.