

Pine Technical College Policy and Procedure

Policy Number: 507

Date: March 24, 2003

Revision Date:

Division/Department: Personnel

Author: Robert Musgrove

Subject: Uniforms & Uniform Purchasing

Authorities:

Agreement Between AFSCME and the State of Minnesota, 2001-2003, MnSCU Appendix, Part 3, Paragraph 25

Master Agreement between MnSCU and MSCF, 2001-2003, Article 24, Section 5.

Purpose:

It is the purpose of this policy to establish guidelines for the use of state funds in purchasing uniforms.

Policy:

Per the language of MSCF and AFSCME contracts referenced above, it is the policy of Pine Technical College to purchase or rent uniforms for employees using state funds when the managers or administrators of the college or one of its divisions have required the wearing of such uniforms.

Procedure:

1. A division manager may require the wearing of uniforms by faculty or staff after determining that the use of uniforms is necessary for safety reasons per the MSCF and/or AFSCME contracts. If such is the case, such uniforms may be purchased or rented using state funds.
2. Such a determination must be communicated to the faculty and staff concerned through a memo detailing the safety issues which require such a decision.
3. The determination must also be communicated to the Business Office and to the Budget Committee for their use in establishing and monitoring budgets.
4. Unless compelling reasons for such a service are given, the college will not pay for laundering services for uniforms.

Responsibilities:

1. Division managers are responsible for ascertaining the need for uniforms for faculty and staff and communicating a decision on such in writing to the appropriate parties listed above.

2. Faculty and staff members in positions where safety concerns merit the wearing of uniforms are responsible for communicating these concerns to their division managers in writing by citing the safety issues that should be addressed through the usage of uniforms.

Dissemination:

Regular dissemination.

Reviewed by Leadership Team: 3/24/03

Reviewed by Faculty Senate: 4/09/03

Reviewed by Leadership Team: 4/21/03

Approved: _____ Date: 4/21/03

Robert L. Musgrove, Ph.D., President