

**GSC Procedure:** GSC-017  
**Revision:** 1  
**Date:** 5/23/07 (10/14/2004-original)  
**Owner:** Jim Dow  
**Title:** Clothing Policy  
**Approval & Date:**

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**Purpose:** To define to rules concerning the issuance of SPS provided clothing and associated rules.

**Procedure:**

1. Maintenance work shirts are being provided to personnel primarily for security purposes. The department wants to allow some individuality in providing color and style choice.
2. Following 90 days of probationary service, all employees in the maintenance department will be issued 5 work shirts with the Springfield Public Schools name and Building Services logo.
3. Annually, the department will issue an additional 5 replacement shirts OR one (1) lined jacket at employees' request.
4. The employees may pick any color or style (long sleeve, short sleeve, or polo) available within our specifications.
5. It is the employee's responsibility to keep the shirts clean and neat as he or she would with their own shirts.
6. Shirts may be replaced, on an individual basis, in less then the annual cycle, when torn or damaged.
7. As stated above, for security purposes, maintenance workers will be required to wear these shirts during normal working hours with the exception of the summer hours when the department allows relaxed dress codes for heat and school is not in session. Maintenance workers may choose to wear appropriate weather and situation clothing during summer hours.
8. Office workers and management may wear their shirts at will and as not to conflict other district dress code rules.
9. All clothing articles supplied by the district must be returned to the District upon voluntary or forced termination.

**Reference Documents**

None

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