

CALIFORNIA INSTITUTE OF TECHNOLOGY  
STAFF PERSONNEL MEMORANDA

SUBJECT  <b>UNIFORMS AND SPECIAL CLOTHING</b>	MEMO NO. <u>32</u>
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	DATE <u>7/15/70</u>

1. POLICY

It is the policy of the Institute to supply protective clothing, special and/or distinctive uniforms when they are required as a condition of employment. The Institute will furnish cleaning and maintenance service.

2. GENERAL

- a. Each Department will be responsible for determining the necessity for uniforms and will prescribe the uniforms and equipment to be provided.
- b. In the interest of consistency and good employee relations, the Personnel Office will review and approve all requests for protective clothing, special and/or distinctive uniforms.
- c. When uniforms are required, no uniform or parts of uniforms or equipment other than that prescribed by the Institute may be worn by an employee while on duty.
- d. Each employee shall sign a receipt covering the articles which are initially furnished to him. Replacement of such items will be made as the need arises.
- e. The employees will be responsible for the return of the issued uniforms or equipment in good condition, reasonable wear and tear excepted.
- f. Failure to return the uniforms or equipment will result in a charge to the employee of an amount equivalent to the value of such items.

3. EXCEPTIONS

Any exception to this policy requires the approval of the Vice President for Business and Finance or his designee.