

STUDENT/PART-TIME STAFF UNIFORMS

Purpose: The purpose of this policy is to outline the specific staff uniform requirements that apply to student and part-time staff.

Scope: This policy applies to Recreational Sports student staff and part-time staff.

Policies:

- I. Uniforms may be issued to student employees by Recreational Sports or made available for purchase by the employee. All staff are encouraged to return their uniform upon end of employment.
- II. During UGA football season, staff members are encouraged to show their school spirit by wearing a UGA t-shirt, jersey, or sweatshirt on the Friday before a home game. School spirit items should not have inappropriate language or images and cannot hinder staff members from doing their jobs.
- III. SHIRTS
 - a. New staff members will receive two (2) shirts or 1 pair of shorts (for Intramural Officials) upon being hired in their specific program area; if they lose their uniform or want additional shirts, they can be purchased by inquiring with the Membership Services staff in the Rec Sports main office.
 - b. Staff uniforms may be red, black, or gray dri-fit material.
 - c. Long sleeve shirts, sweatshirts, or hoodies may be worn *under* staff shirts, and should only be red, black, gray, or white.
 - d. Intramural Officials wearing stripes are required to tuck in their shirts.
 - e. All student staff will wear the red *STAFF* shirt with these exceptions:
 - i. Student Managers: black MANAGER shirt
 - ii. Personal Trainers: black PERSONAL TRAINER shirt
 - iii. Group Fitness Instructors: supervisor approved attire
 - iv. Competitive Sports Supervisors: gray STAFF shirt
 - v. Intramural Officials: officials' stripes
 - vi. Outdoor Recreation Trip Leaders: supervisor approved attire
 - f. The only jacket to be worn OVER your staff uniform is the gray department approved pullover. This pullover can be purchased in the Business Office Monday - Friday 8:30am-4:30pm.
 - i. Competitive Sports jackets may be checked out if working outdoors during cold weather. These jackets must be returned.
 - ii. Some program areas may allow for other jackets to be worn over uniforms. Check with your area supervisor on what is appropriate.

- g. Staff uniforms should **NOT** be worn when off the clock (ex: to play basketball, workout, go downtown, etc.), but may be worn to class/to and from work.
- IV. SHORTS/PANTS
- a. Depending on area of employment, staff should wear appropriate black bottoms.
 - b. Athletic shorts are available and can be provided upon request. Staff members, other than Intramural Officials, will *not* receive a pair of shorts unless they ask for them.
- V. SOCKS/FOOTWEAR
- a. Socks should be plain black, white, or no-show when worn.
 - b. Footwear must be closed-toed, athletic-style, non-marking.
 - i. If working in Facility Operations at Ramsey or Pound Hall, Crocs are *not* an acceptable shoe.
 - ii. Check with your area supervisor for exceptions to this policy. (i.e. yoga instructors, lifeguards, etc.)
- VI. ALTERNATIVE UNIFORM
- a. Staff may wear alternative uniforms only when permitted by supervisor, i.e. working with paint, grease, or dirt. Employees are expected to return to the department approved uniform as soon as these duties are completed.
- VII. ADDITIONAL ELEMENTS OF THE UNIFORM
- a. The department provided name tag must be worn at all times unless otherwise determined by the direct supervisor.
 - b. Hats are permitted to be worn only by Competitive Sports officials, employees working outside, and those who are required to wear a headdress or wrap for religious reasons.
 - c. All headdresses or wraps must be professional and neat.
 - d. Sun or safety glasses may be worn for Competitive Sports officials and employees working outside.
- VIII. STAFF BRAND STORE ITEMS
- a. Once each semester, a staff brand store will be available for Rec Sports employees. The staff brand store features a variety of Rec Sports-branded gear that staff can purchase and wear on shift. Items typically include tank tops, dri-fit long sleeve and short sleeve tops, shorts, polos and crewnecks.
 - b. Aquatics, Competitive Sports, and Facilities (Ramsey Operations and Satellites) staff should confirm with their area supervisor which items in the brand store will be permitted on shift, as some may not be allowed due to the nature of your role.

- c. Staff will be notified via email when the brand store will be opening. The staff brand store will be open for two weeks to allow staff to order any desired items and will then close until the following semester.