

Book	Policy Manual
Section	Uniform Policy
Title	Copy of UNIFORM POLICY – CUSTODIANS
Code	po4216.03
Status	

4216.02 - UNIFORM POLICY – CUSTODIANS

It is the policy of the Cabell County Board of Education that all custodians wear the approved uniform while performing all assigned duties and while representing the Cabell County Board of Education at designated functions. These functions will be designated by the Director of Buildings and Grounds, Coordinator or Supervisor, or Principal.

The Superintendent will facilitate the selection of a uniform committee whose purpose is to define the approved uniform.

Funds will be allocated by the Board of Education annually for each qualifying employee for the purchase of or the rental of uniform items.

- A. Required uniform includes the approved options for pants, approved options for shirts with a tapered or squared bottom, shoes or boots with non-slip soles, and black or white socks. Open heeled or open toe shoes including but not limited to sandals or crocks will not be permitted.
- B. Optional uniform items include jacket, jacket liner, and cap. These items must come from the approved list.
- C. During inclement weather, sweaters or turtle necks may be worn under the uniform shirt. The color of such clothing should be limited to school colors, white or black.
- D. A Cabell County Schools identification patch or logo must be attached to the uniform shirt at an approved location.
- E. Substitutes will be provided one (1) pair of pants, two (2) shirts, a cap, and a jacket. If a substitute works ninety (90) or more days they will be given an additional allowance equal to one half (1/2) of the regular clothing allowance.
- F. Medical or religious exceptions to this policy may be approved by the principal and or the Director of Buildings and Grounds.
- G. All uniforms are expected to be fresh and clean at the beginning of each work day.
- H. If shirts have button, they are to be buttoned to the second button from the top.

I. Each employee must wear their Cabell County Schools issued picture identification badge. J.

J. Uniforms do not have to be worn during summer work unless there is a summer program in a school during the summer. If and when there is a summer school, summer camp, or other Cabell County program that is taking place in a Cabell County School custodians must wear their full uniform. (Summer work requires painting and other dirty duties. It may be difficult to be fresh and clean all day.)

K. Failure to comply with this policy will result in the following progressive action:

- 1st Offense Documented oral reprimand

- 2nd Offense Written reprimand

- 3rd Offense One (1) day suspension w/o pay

- 4th Offense Three (3) day suspension w/o pay

- 5th Offense Recommendation to the Board of Education that charges of insubordination be filed and appropriate action be taken.

- All violations will be documented to the employee's personnel file.