Section 2 - GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

2.3 Dress Code

While Co. Donegal VEC does not operate or enforce a uniform policy for its entire staff, each employee is expected to dress professionally and appropriately for the work environment, whether it be in a school, college, centre, office or outdoor environment. Professional attire reflects the professional image of the Committee for both its internal and external customers.

Staff of Co. Donegal VEC Crèche facilities are provided with uniforms as are clerical and administrative staff. Where a member of staff has opted to avail of the uniform provided by the Committee, s/he should wear it as intended during working/office hours.

Uniforms are also provided to support and ancillary staff, in part to comply with Health and Safety requirements. Relevant staff must comply with the following Uniform Policy.

Support Staff Uniform Policy

Purpose:
Uniforms are provided by Co. Donegal VEC to promote a positive working environment and to create a professional or identifiable appearance for our students, customers, public and visitors, while also ensuring safety while working, and to reduce clothing expenses for our staff.

- Co Donegal VEC Support Staff uniform consists of Navy Trousers, Oxford Shirt with Logo, Navy V Neck Jumper with Logo and Navy Zip up Fleece with Logo.
- Each Permanent Member of Staff will be issued with 2 pairs of Trousers, 3 shirts, 1 jumper and 1 Fleece.
- The uniform will be replaced every two years or on a needs basis due to general wear and tear.
- Safety/Non Slip Footwear must also be worn at all times.

Footwear

- Maintenance Staff must wear Safety Shoes or boots with Steel Toe Cap. The employee will purchase this from a designated supplier using a Purchase Order Number which can be obtained from the administrative office. The maximum cost to be incurred will be €100.
- Cleaning Staff must wear Black Non Slip soled closed in shoes or boots. The employee will follow the same guidelines as above to purchase same.
- Uniform Footwear will be replaced on needs basis, not to exceed 1 pair per year.

Note: Where an employee has a requirement to purchase specific Safety Shoes in excess of the guideline amount. The replacement period will be at the supervisors’ discretion.

Appearance

1. Employees must maintain a clean professional appearance. Employees must be in uniform during working hours and when on VEC business unless authorised by their Supervisor or Line Manager.

2. Uniforms cannot be altered in appearance from standard issue, except for proper fit.

3. Uniforms will be neat and clean at the start of each shift.

4. No more than the first two top buttons on the shirts may be unbuttoned during daily work schedules.
5. Uniforms will not be worn in places that would not represent a positive image of Co. Donegal VEC or while working a second job outside the VEC.

6. There may be limited occasions when the Line Manager will allow staff to dress more casually. The most common being fund raising ‘non uniform day’ or summer months (July and August). At these times, the wearing of Safety/Non Slip Shoes is obligatory and modesty must be maintained.

**Responsibility**

1. Employees are responsible for all uniforms assigned to them. Lost / missing uniforms must be reported to the Supervisor / Line Manager as soon as the employee finds them missing or lost.

2. Employees will be financially responsible for any losses or damages to uniforms that occur outside normal work conditions/ procedures.

3. Old Uniforms must be returned to the VEC when receiving new uniforms due to fair wear and tear. New uniforms will be provided when required under these conditions.

4. All exchanges/replacements should be coordinated through each employee’s supervisor. The Uniform Request form must be completed.

**Temporary / Summer / Student Employees**

1. Temporary, Summer or student employees (who will be employed in excess of 3 months) may be issued with Corporate Shirts at the discretion of the Line Manager. All of the above guidelines apply to these workers.

2. Temporary Employees who have been employed in excess of 6 months, to cover a Full Time employee on Long Term Leave will be issued with a reduced uniform consisting of 1 pair of trousers, 2 shirts and 1 Fleece or Jumper. This issue does not convey any expectation of their position becoming full time.

3. Temporary support staff employed as cleaners, who are employed on a regular casual basis or employed for periods in excess of 1 month must wear Safety shoes. At all times a ‘Closed in’ shoe must be worn.

4. Temporary Support Staff who are employed Caretakers must wear Safety Shoes or Boots from commencing employment.

**Progressive Discipline**

1. Employees reporting to work must be in uniform. Persistent failure to wear the uniform provided will result in progressive disciplinary procedures.

2. All Co. Donegal VEC employees are subject to progressive disciplinary action when in violation of the above policy or any other VEC regulation that applies to the misuse of VEC property or equipment.

Signed: ________________________________

School or Centre
Uniform Request Form

Name: __________________________ Location: __________________________

Male / Female (delete as appropriate)

Please Supply the following:

Shirts  (3 Max)

Size __________  (Usual neck size for men or blouse size for women)

Long Sleeve No.______________  Short Sleeve No.___________________

Trousers  (2 Pairs max)

Size __________  (Usual waist measurement for men or trouser size for women)

Standard Length 31” - Please inform us if longer length is required.

Jumper

Size ________  (Sizes available from 32” to 50”. It is recommended to request one size bigger than usual)

Zip up Fleece

Size ________

Womens:  Tailored Fit sizes 10 to 18

Mens:  Sizes M, L, XL, XXL

Note: If Preferred the employee can choose to have Jumper only or Fleece only options. They will then be issued with 2 jumpers or 2 fleeces instead of 1 of each.

Signed: __________________________  Signed: __________________________

Employee  Supervisor

Issued by: ________________________ Date: _________________________