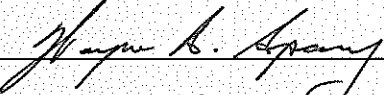



Rose-Hulman Institute of Technology FACILITIES OPERATIONS	Facilities Operations Policy Manual Policy: Clothing Policy – FT Office Employees
Approved By: Wayne A. Spary Signature: 	Revision Date: Revision #:
Prepared By: Tuesday A. Strong &  Julie A. Lunsford	Effective Date: 11/12/07 Page 1 of 1

1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations established a Clothing Policy to provide full-time office employees with work related clothing. Amounts will be deducted from the employee's annual clothing allowance (\$250.00 per fiscal).

2.0 Policy

- 2.1 **The following items may be purchased with the employee's clothing allowance. Receipts for clothing purchases made at the RHIT Bookstore must be submitted to the Assistant to the Vice President for Facilities Operations.**

Polo Shirts (Long and Short Sleeve)
T-Shirts (Long and Short Sleeve)
Sleeveless Shirts are by position exception only.
Button Down Shirts (Long and Short Sleeve)
Sweatshirts (With or Without Hood)
Cardigans

The following items are eligible for reimbursement (up to \$40.00 per item) from the employee's annual clothing allowance. Receipts must be submitted for reimbursements. It is unacceptable to purchase clothing with P-cards.

Jeans, work pants, skirts, walking shorts*, and capri pants. *Walking shorts must extend to at least the mid-thigh.

The following will be provided to new employees and/or replaced as necessary as required by position.

- Carhardt's/Winter Outerwear
- Raincoat
- Jacket
- Ball Cap/Visor
- Gloves

The following items will be provided per fiscal year as needed at no additional cost.

- Safety footwear
- Ball caps
- Campaign/Event Related (e.g., Sustainability shirts, RHIT is #1 shirts, etc.)