

ACADEMIC POLICIES & PROCEDURES

POLICY NAME: UNIVERSITY-PROVIDED CLOTHING POLICY AND GUIDELINES	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: UNIVERSITY	SUPERSEDES: NA
AUTHOR: OFFICE OF MARKETING AND COMMUNICATIONS	LAST REVIEW: NA
AUTHORITY: UNIVERSITY	NEXT REVIEW: SEPTEMBER 2009
APPLICATION: <input type="radio"/> Undergraduate only <input type="radio"/> Graduate only <input type="radio"/> All University	EFFECTIVE DATE: SEPTEMBER 2004
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): MSU POLICY WEB SITE	CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

Policy

In recognition of the importance of university image, employee morale, enhanced personal safety, and staff visibility, the University will provide sanctioned clothing to groups of employees to wear on-the-job using measures that assure continuity and consistency in the application of this policy.

Certain segments of the University by the nature of the work for which they are responsible (examples include but are not limited to Security, Emergency Medical Technicians, Buildings and Grounds) are required to wear “uniforms” of a specific style and color. Other areas of the University which provide direct customer service such as admissions, student leadership development and service learning, University Advancement, Student Union, The Hub, Financial Aid, etc., are encouraged to use the following visual identification standards for uniformity in appearance to strengthen the MSU brand and image with constituents. In addition, at University-sponsored events, employees and volunteers are encouraged to be uniformly represented in appearance by adhering to the University Visual Identity Standards.

Guidelines

1. Work Rule Regarding University-Sanctioned Clothing

Employees are expected to wear appropriate apparel for their respective jobs and are encouraged to wear clothing either purchased or rented by the University according to the following guidelines.

2. Decision Authority Regarding University Clothing

The Vice President in each division has the responsibility for determining the appropriate groups of people in her/his division for whom apparel will be provided; whether the apparel is purchased or rented; and what type of apparel will be provided. These decisions will be guided by various factors including cost, budget, work content, public contact, personal safety, consistency, and continuity.

The University will negotiate with a vendor/s a discount on purchase or rental of university clothing for employees in each division who wish to wear University-sanctioned clothing, but for whom it is determined the University will not provide clothing.

3. Decision to Rent or Purchase

The decision to rent or purchase will vary by work area and will be guided by the type of work a group of employees does. Renting will be the preferred means of providing university-sanctioned clothing where the work lends to soiling and/or disrepair, whereas clothing may be purchased by the University for those in other types of jobs.

4. Responsibility for Cleaning/Repairing

The decision of who has responsibility for cleaning and repairing of University-provided clothing will be based on the manner in which it is procured. The vendor will be responsible for cleaning and repairing of rental clothing and the employee will be responsible for cleaning and repairing of purchased clothing.

5. Type of Apparel

The decision of the type of apparel to purchase or rent will be based on the work area and type of work done. For selected areas, the University will provide a full set of clothing, i.e. shirts, trousers, summer shorts and jackets (light and heavyweight) to those groups of employees whose primary work lends to soiling and/or disrepair, whereas employees in other types of jobs may be provided shirts and/or sweatshirts.

Employees being supplied with university-sanctioned clothing will receive a minimum initial issue of five sets of properly fitting apparel.

The choice of fabric, style, color (in accordance with Visual Identity Standards), pockets, etc. will be made by each work group for whom the appropriate vice president determines university-sanctioned clothing will be provided and choices are subject to final approval by the appropriate divisional vice president. All requests for clothing containing any of the university symbols must receive design approval from the Office of Marketing & Communications prior to purchase.

All clothing must be purchased from approved vendors which are licensed through Licensing Resource Group (LRG) and can be found by visiting: <http://www.lrgusa.com/>, go to "RESOURCES", then "Licensed Manufacturers" and go to Minnesota State University, Mankato for current vendors.

6. Imprints on Shirts/Jackets

All shirts, sweatshirts and jackets provided by the University will have MSU and the flame (torch) as shown below, on the left side. This logo will be used as the primary element on clothing. College, department name, or work area can be placed directly below the university wordmark.

Work areas may elect to have employees' names on the right side of the chest directly across from the University wordmark—having the names on the clothing is optional but will be

consistent in each work area. At a minimum, employees are encouraged to wear a MSU name tag issued by The Hub for customer relations and personal safety purposes.

Acceptable shirt colors include purple, gold, white, khaki/tan/natural, black, gray or denim. The wordmark should be reproduced in gold or white for purple, black, gray or dark denim shirts and purple or black for white, gold, gray or light denim shirts.

Note that the approved colors are PMS 269 (purple); PMS 109 (gold); white; and black.

Alternate base shirt colors are PMS 401, 402, 422 (grays); PMS 464, 465, 467, 468 (khaki, tan, natural). It is understood that color consistency varies between clothing brands and that fabrics may not be available in exact matching colors. Have your vendors submit sample color swatches for color matching and approval to the Office of Marketing & Communications prior to printing/embroidering production. It is the expectation of MSU that each department or office will make a reasonable effort to achieve uniformity wherever possible to attain MSU's objective of a professional, unified image.

When translated into embroidery yarns, the official MSU colors correspond to the following:
Madeira rayon fiber color number (for wearable merchandise that doesn't take a lot of abuse:

PMS 269 (purple) = 1313

PMS 109 (golden yellow) = 1068

PMS Black = 1006

PMS White = 1005

Madeira polyester fiber colors (especially used for products that take a lot of abuse and constant washing such as uniforms):

PMS 269 (purple) = 1632

PMS 109 (gold yellow) = 1980

PMS Black = 1800

PMS White = 1802

The wordmark should appear no bigger than three (3) inches in width. The wordmark must not be combined with other graphics such as photographs or illustrations.

College, department or work area names should be set proportionately to the logo in block-style lettering and placed on the left side directly below the wordmark.

All requests for clothing containing any of the university symbols must receive design approval from the Office of Marketing & Communications prior to purchase. For more information about Minnesota State University, Mankato's licensing program, contact the Office of Marketing & Communications at:

Karen Wright, Assistant Director

karen.wright@mnsu.edu

(507) 389-2523

(507) 389-2069 (fax)

7. Return of Clothing upon Separation from University

Employees who have University-issued clothing shall return the clothing to the University when leaving employment with the University.

8. Existing Stock

The transition to clothing purchased or rented under these guidelines will occur as existing stock becomes worn or depleted.

9. Off-the-Job Activities

Employees that have University-issued clothing are encouraged to not wear the apparel off the job.

REVIEW ROUTING/SIGNATURES:	
<input type="checkbox"/> Academic Affairs Council	
	Date of Review
<input type="checkbox"/> FA Meet and Confer	<i>Stephen Schubert</i> 6/8/04
	FA Chair Date of Review
<input type="checkbox"/> Classified Meet and Confer	
	Date of Review
	AISCME <i>Karen Johnson</i> 6/9/04
	MAPB <i>Carol Jensen</i> 6/7/04
	MMA <i>Mary Fahey</i> 12 July 04
<input checked="" type="checkbox"/> MSUAASF	<i>Mary Fahey</i> 5-28-04
<input type="checkbox"/> Senior Vice President Recommendation	
	Senior Vice President Date of Recommendation
	<i>Spiller</i> 6-16-04
<input type="checkbox"/> Presidential Approval	
	VP (President) Date of Approval
	<i>Richard Jensen</i> 7/22/04