



Policy Number 3.3.11

Chapter: Human Resources

Title: Nametags, Uniforms and Clothing

Division/Department: Administration/Human Resources

Policy Administrator: HR Director

Adoption Date: January 22, 2025

Revision Dates:

1. PURPOSE

The Auraria Higher Education Center (AHEC) provides some employees with uniforms, logo clothing, or other apparel for work use. The purpose of this policy is to clarify expectations and responsibilities with respect to such articles of clothing and to comply with federal tax law.

2. DEFINITIONS

- 2.1. Nametag: The official AHEC employee identification card issued by AHEC to each employee.
- 2.2. Uniform: An article of clothing that bears the AHEC or “Auraria Campus” name, logo or other identifying marks, issued to an employee to be worn during work for the purposes of protecting the employee's own clothing from damage or identifying the wearer as an AHEC staff member.

3. POLICY

- 3.1. All employees must wear their Nametag while working.
- 3.2. AHEC departments may purchase and issue to an employee a Uniform or other item of apparel branded with AHEC’s name, logo or other identifying marks, the department or unit name and/or the individual employee’s name when it is the best interests of AHEC to do so and the cost is reasonable.
- 3.3. All such purchases shall be approved through Procurement Services, which will ensure that the names, logos, and trademarks of the institution are properly licensed and displayed.
- 3.4. Uniforms and other items of apparel that become worn out or damaged while performing assigned duties may be replaced at the issuing department’s cost. Items that are lost or misplaced, or damaged outside of work, may be replaced at the employee’s expense.

- 3.5. The department issuing the items shall inform the employee whether the items must be returned to the department at the end of a shift, when the employee leaves AHEC or the department, or when replacement items are furnished.
- 3.6. If a position requires the employee to wear a Uniform, departments shall set the guidelines for proper Uniform attire and use. All AHEC-branded clothing items shall be approved, in advance, by the Marketing Director in the Marketing & Campus Relations Department.
- 3.7. Certain job functions may require special safety clothing or protective gear, and it is the employee's responsibility to use such items as intended. Environmental health and safety in the Facilities Services Department will assist in evaluating work tasks and assessing appropriate safety attire. When a potential need for safety equipment is identified, the decision to provide the safety equipment to individuals or make it part of the shop equipment will be at the discretion of the supervisor and manager. If it is decided that safety or special clothing is necessary, these will be purchased and provided by the department. Examples include aprons, vests, gloves, hard hats, safety goggles, electrical safety clothing, etc.
- 3.8. Tax laws and regulations provide that Uniforms and other apparel that are suitable for everyday use outside of the work environment, such as t-shirts, polo shirts, collared shirts, etc., are taxable fringe benefits to the employee, even if it is a requirement that the employee wear them, that the items be worn only at work, or that they be returned to AHEC when the employee is done with them. The issuing department is responsible for reporting the value of these taxable items as compensation to the employee.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: January 22, 2025

Approved by: /s/ *Kate Barton*
Chairperson of the Auraria Board