

Work Instruction: Requesting New or Revised Uniforms

1. Audience

What positions/departments is this work instruction intended to guide/provide support for?

2. Objective:

In this section, describe the purpose for this work instruction (e.g. Checking open stock jobs and sales orders)

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	06/01/2022	Original issue.	Glawe
001	03/03/2023	Removed reference to sample rack. (New vendor doesn't use them.)	Glawe
002	02/29/2024	Updated New HR Department #	Glawe

4. Scope

This work instruction covers the process to request new uniforms, make changes to existing uniforms, and end uniforms for terminated employees.

5. Prerequisites

None.

6. Records

None.

7. Associated Documents

- Department Form: Uniform Request and Agreement
- PRF-95-042 Uniform Management Process

8. Evaluative Factors

None.

9. Responsibility

Human Resources

10. Instructions

For New Hires

Step 1

HR will give the new hires a Uniform Request and Agreement form during the new hire orientation process. (This form is available on the Intranet for transfers that newly need uniforms.)

Step 2

After identifying the style and size needed, the employee completes the Uniform Request and Agreement form and submits to HR.

Enter the employee name and department and check "new request."

Employee Name:		Department:	
Change Order Type:	<input checked="" type="checkbox"/> New Request <input type="checkbox"/> Change Request <input type="checkbox"/> Stop Order or Termination		

For all employees who are NOT in one of the weld areas, use the first section called "Regular Uniforms." Enter the size and quantity for uniforms including up to 11 shirts, 11 pants, and 1 jacket. In the "Name Emblem" field, enter the name you would like to appear on your uniforms. Generally, it is the first name of the employee.

Regular Uniforms <i>(all field required)</i>			
Sku & Description	Size	Quantity	Name Emblem
JT50BK (uncuffed jacket)			
JT38BK (cuffed jacket)			
LU20RB (carpenter jean)			
C993RB (straight leg jean)			
SY32BC (long sleeved shirt)			
SY42BC (short sleeved shirt)			
PT60BK (Red Kap work pant)			

The company provides flame retardant uniforms for employees in the weld departments. Employees in these areas should enter the size and quantity of uniforms including up to 11 shirts and 11 pants in this section. In the "Name Emblem" field, enter the name you would like to appear on your uniforms. Generally, it is the first name of the employee. (Note, this group can choose 1 jacket from the Regular Uniforms above, as well.)

Flame Retardant Uniforms <i>(all fields required)</i>			
Sku & Description	Size	Quantity	Name Emblem
QS40NV (FR work shirt)			
PEJ8DW (FR jeans)			

Step 3

HR initiates the work order with the uniform service and communicates the assigned locker number to the employee. Uniforms generally arrive in about two weeks from order. If the employee doesn't receive the first delivery within two weeks, (s)he should contact HR to investigate the issue.

For Uniform Changes

From time to time, employees may need to make changes to their uniform selection because they need a different size or want to change from short sleeved to long sleeved shirts (or vice versa). The process to change uniforms is basically the same as for new hires. The employee should identify the changes, complete a Uniform Request and Agreement to reflect those changes and submit the form to HR to process. In this situation, however, the employee should select "Change Request."

Employee Name:	[REDACTED]	Department:	[REDACTED]
Change Order Type:	<input type="checkbox"/> New Request <input type="checkbox"/> Stop Order or Termination <input checked="" type="checkbox"/> Change Request		

When making selections, the total uniforms should still be limited to 11 shirts, 11 pants, and one jacket. For example, if an employee is requesting 11 pants in a different size, they must return the 11 pants they previously used.

The employee should then submit the change request to HR for action. If changes aren't completed within 14 days, contact HR to investigate the issues.

Stopping Uniforms

If an employee leaves the company, HR will automatically terminate the rental for his/her uniforms. The employee is responsible for returning all outstanding pieces.

If an employee wants to end the service, but is still an active employee, (s)he should complete the Uniform Request and Agreement form and select Stop Order or Termination.

Employee Name:	[REDACTED]	Department:	[REDACTED]
Change Order Type:	<input type="checkbox"/> New Request <input type="checkbox"/> Change Request <input checked="" type="checkbox"/> Stop Order or Termination		