

# Workwear Procedure



## 1 Purpose

To outline the corporate workwear options and entitlements of Employees whilst employed at the University.

## 2 Scope

This Procedure applies to all Employees on continuing and fixed-term appointments of more than 12 months duration at all University campuses, excluding identified groups of Employees who have compulsory occupation specific or protective workwear requirements, and/or groups of Employees where specific exemptions have been sought and approved.

## 3 Procedure Overview

This Procedure details the corporate workwear entitlements for eligible Employees.

## 4 Procedures

### 4.1 Eligibility and entitlements

All academic and professional continuing Employees and Employees on fixed-term contracts of more than 12 months duration are entitled to access the optional workwear range provided by the University.

Employees are eligible for an initial allocated amount on commencement of employment. Any additional subsidy amounts will be made available to eligible Employees on an annual basis from January of each year.

Only one approved corporate workwear range (including colours, styles and logos) is available for all faculties, sections and campuses. No other range will be available or approved as corporate workwear for individual work areas.

Employees who have occupation specific or protective workwear requirements, or other requirements as a result of approved exemptions from this Procedure, will receive these uniform requirements through arrangements outside the scope of this USQ Workwear Procedure.

### 4.2 Subsidy

The University will corporately subsidise all eligible Employees for the purchase of University

optional workwear through an initial wardrobe purchase upon commencement, and an annual wardrobe update thereafter. No other University funds will be made available for the purchase of Employee workwear through campus, faculty or section contributions.

All subsidised workwear must be purchased from the University's selected workwear Supplier. Employees will not be entitled to a workwear subsidy for workwear not purchased from the University's specified Supplier.

### 4.3 Purchasing process

The workwear range is available to all eligible Employees for selection of workwear consistent with the corporate image and brand. Employees may also access on campus fitting services to assist with selecting appropriate styles and sizes.

Invoices for the purchase of all workwear items will be forwarded directly to Financial Services by the Supplier for processing from corporate funds.

For workwear purchases exceeding the subsidy amount, the University will arrange payment directly with the Supplier for the full amount of the purchase, with the Employee reimbursing the University for the amount in excess of the subsidy via a fortnightly payroll deduction facility over a maximum of three pay fortnights.

Employees should seek professional financial advice in relation to their personal taxation circumstances in regard to the purchase of workwear items in excess of the subsidised amount. The Employee is responsible for retaining the appropriate documentation to enable them to comply with their personal taxation affairs.

## 5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approval of corporate Workwear range Approval of corporate subsidy amounts
Financial Services	Authorisation of payment from central funds

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the

table below.

## 8 Procedure Information

<b>Subordinate Schedules</b>	
<b>Accountable Officer</b>	Executive Director (Human Resources)
<b>Responsible Officer</b>	Executive Director (Human Resources)
<b>Policy Type</b>	University Procedure
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	<a href="#">Fringe Benefits Tax Assessment Act 1986</a>
<b>Related Policies</b>	<a href="#">Salaries, Classifications and Entitlements Policy</a>
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	<a href="#">Human Resources Website</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">Supplier</a></p> <p>An organisation known to be capable of supplying the required Goods and Services.</p> <p><a href="#">University</a></p>

	<p>The term 'University' or 'USQ' means the University of Southern Queensland.</p>
	<p><b>Definitions that relate to this procedure only</b></p>
	<p><b>Occupation Specific Clothing</b></p> <p>Clothing that is specific to an occupation, is not every day in nature and would allow the public to easily recognise an occupation - for example, the checked pants a chef wears.</p>
	<p><b>Protective Clothing</b></p> <p>Clothing and footwear that an Employee wears to protect themselves from the risk of illness or injury posed by their work activities or the environment in which they are required to carry them out - for example, fire-resistant and sun-protection clothing; safety-coloured vests; steel-capped boots, gloves, overalls, and heavy duty shirts and trousers etc.</p>
<b>Keywords</b>	Uniform, allowance, subsidy, corporate branding, workwear, Protective Clothing, Occupation Specific Clothing, corporate wardrobe, PPE, corporate image
<b>Record No</b>	13/487PL