



Building Services Dress Code

ID Badges:

All employees must wear ID badges at all times while on Clinic property. They must be visible and above the waist, badges may not be placed on waist band. You may not flip or place stickers on your badge to cover identity. If you sit at a desk, the patient must be able to see your ID badge.

The Clinic will provide an allowance for clinic apparel as follows:

Building Services employees will receive the following one-time clinic apparel allowance from the clinic upon hire.

- 60-80 hours/pay period = \$200 allowance
- 01-59 hours/pay period = \$100 allowance

Each following year of employment, building services employees will receive a balance to put towards new apparel (amount to be determined each year).

Tops:

Building Services employees are required to wear a Mankato Clinic top at all times. Employees have the option to wear any print or solid color top if it's under a logoed shirt. Jackets or cardigans may be worn over the top of these items; however, the Mankato Clinic logo needs to be shown at all times. If you take your logoed Mankato Clinic jacket/cardigan off, you need to have Mankato Clinic logoed apparel underneath.

Bottoms:

Building Services employees are allowed to wear dark blue denim or colored jeans.

Business casual pants or capri pants (two inches below the knee, or at the knee while sitting) may be worn. Dresses or skirts must be no more than two inches above the top of the knee. Staff can wear solid colored leggings (no jeggings) with dresses, skirts & long shirts/sweaters (that are same length as a dress or skirt). No shorts or scrub pants are allowed.

Shoes:

Staff need to wear closed toe shoes at all times. Shoes must be clean and well kept. Shoes must coordinate in color with your outfit, fit properly, and have no holes in the top. Tennis shoes are acceptable.

Hats:

Maintenance staff are allowed to wear hats. Hats must present a professional appearance.

Replacement/Update of Clinic Apparel:

Employees have the responsibility to launder and maintain their wardrobe. In the event that apparel becomes torn, stained, or no longer fits properly etc., the employee will be expected to replace the garment. Employees may purchase additional Mankato Clinic clothing anytime on the Clinic Webstore.

Maternity Dress Code:

When the logoed Mankato Clinic apparel no longer fits the employee properly due to pregnancy, the employee will be allowed to wear professional maternity attire.