

Discount Tire Store Clothing Order Guidelines

Description This document covers the guidelines for full- and part-time store employee's clothing orders.

Dress Code Guidelines Please refer to the Store Clothing Guidelines on the KC or by clicking the link below.

[Store Clothing Guidelines](#)

SHOWROOM



SERVICE AREA



Uniform Allotment Guidelines

This section includes the guidelines for full- and part-time employee shirt orders.

- New hires will receive 2 black polos (short sleeve or long sleeve) at the beginning of employment. After 30 days the employee can begin to use their yearly allotment to purchase uniform items.
- All full-time store employees will receive \$275.00 yearly allotment for uniform clothing to fit the employee's needs. The yearly allotments will reset January 1st of each year. If any Company issued shirts become torn or otherwise unusable, they will be replaced at no charge.
- All part-time store employees will receive \$225.00 yearly allotment for uniform clothing to fit the employee's needs. The yearly allotments will reset January 1st each of year. If any Company issued shirts become torn or otherwise unusable, they will be replaced at no charge.
- Heavy winter stores that may require additional outerwear can be purchased at no charge to the employee with Regional Office approval.

Employees residing in CA and NV can obtain additional uniforms at no cost, subject to manager approval. The Corporate Brand & Apparel Specialist can be contacted for further details.

**Uniform
Embroidery
Name
Guidelines**

Employees are asked to comply with the following guideline when requesting to use a preferred name instead of their legal name on their uniform:

The requested name must be business-appropriate and not contain numbers or symbols.

Examples of acceptable preferred names include:

Variation of Legal First, Middle or Last Name:

Legal name: Samantha Taylor Stewart

- Preferred name: Sam, Sammy, Taylor

Legal Name: Robert James Morgan:

- Preferred name: R.J.

Family Names:

- Legal name: John James Young V
- Preferred name: Jack

Preferred name requests that fall outside of the examples shown above will be routed to HR for approval.

NOTE: Warehouse and Facilities employees may add an additional embroidery line upon special request by contacting their Corporate Brand & Apparel Specialist. See example below:

- First Line: Nick
- Second Line: Facilities Management

**Additional
Purchases**

This section contains the guidelines for additional shirts and jackets that may be purchased at the store employee's discretion.

Additional clothing purchases can be payroll deducted up to \$250 per year. Weekly deductions will be posted on the employee's payroll stub. The maximum weekly clothing deduction for either full or part-time employees is \$20.00.

If payroll deduction is not preferred or the employee is over the \$250 limit for uniform deductions, credit cards can be used to purchase the additional items.

All orders over \$50.00, purchased through the store account, will route for approval through the Corporate Brand & Apparel Specialist.

Contact

Please see your manager if you have any questions.
