[Reviewed with no changes: September 8, 2015]

Angelo State University
Operating Policy and Procedure

OP 52.52: **Dress Policy**

DATE: September 8, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish guidelines for appropriate dress at work.

REVIEW: This OP will be reviewed in September every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by October 15th of the same year.

POLICY/PROCEDURES

1. Policy

Proper dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business and institutional image that the university presents to students, parents, customers, and the public. The university seeks an image that projects professionalism, competence, customer service-orientation, and that is exemplary among institutions of higher education.

During business hours and during business-related events, employees are expected to present a clean and neat appearance and to dress in a way that is appropriate to the position, office, and the university's image. While current styles provide a wide range of suitable attire for work, employees should show good judgment, common sense, and maturity in their selection.

2. Applicability

This policy applies to all staff employees. Student employees are not covered by this policy; however, department supervisors may impose informal dress expectations on student employees as necessary.

For faculty, this policy applies only to the extent that the faculty member's attire will be held to the same standards that are consistent with maintaining a positive image for the university. Attire that is likely to offend others, such as provocative or revealing clothing, must not be worn.

3. Guidelines for Suitable Attire

Although the university's dress policy is intended to establish a certain standard of appropriate wear, many departments and offices will vary in terms of operating needs such as public or customer interaction, safety, or projecting an overall image of the department. Therefore, expectations and enforcement of suitable attire will be managed at the department

level. The guiding principle underlying the expectations would be that attire be clean and appropriate for the type of job or function performed by the employee and that the attire project a positive and professional image of the university.

For the purpose of a dress standard, most employees working in an office environment are expected to wear business or business casual attire, depending on the type of job and extent of interaction with the customer. Professional and supervisory personnel are expected to wear business attire. As a general rule of thumb, the higher level the position and the more contact with the general public, the higher the dress standard.

Employees working in the trades, grounds, facilities support and operations should wear clothing or uniforms as required by those departments.

4. Definitions

a. Business Casual

The university's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace. Yet, employees need to project a professional image to customers, students, potential employees, and community visitors. In general, business casual means dressing professionally, looking relaxed yet neat and pulled together.

- Slacks, Pants, and Suit Pants. Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and nice looking dress synthetic pants are acceptable.

- Skirts and Dresses. Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which one can sit comfortably in public.

- Shirts, Tops, Blouses, and Jackets. Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office.

- Shoes and Footwear. Conservative walking shoes, loafers, boots, flats, and dress heels are acceptable for work.

b. Inappropriate Attire

While this is not an exhaustive list, the following are examples of attire that are not acceptable for most university jobs:

- T-shirts, either short or long sleeved
- Tennis shoes, flip-flops, house slippers
- Halter tops, tank tops, or tops with spaghetti-style straps
- Shorts, spandex shorts or pants, athletic or jogging suits
- Worn, torn or color-faded jeans, including jeans with worn or frayed leg hemlines
- Baseball-style caps or most headwear worn inside the office
- Low-cut blouses or dresses

- Mini-skirts (generally 7.5 inches above the knee)

In addition, attire that is likely to offend others, such as provocative or revealing clothing, must not be worn.

5. Casual Fridays

As with other dress code standards, participation in casual Fridays will be managed at the department level. Should the department or administrative head choose to participate in a casual Friday policy, department employees will be allowed to wear jeans that are clean, neat, and worn to meet the professional standards as set forth in this operating policy. On casual Fridays, employees are encouraged to wear collared shirts with the university logo. Participation in casual Fridays does not mean that employees may wear the type of clothing described in this policy as inappropriate attire.

6. Enforcement of the Dress Policy

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

7. Non-discrimination Policy

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws or hinder the advancement of diversity at the university. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.