



Dress Code and Personal Appearance

Discretion in style of dress and behavior is essential to the image and the safe and efficient operation of the university. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed.

Employees who are required to wear uniforms are expected to wear them in their entirety. Some departments may have their own policies or dress codes appropriate to the nature of the work done within those departments. Employees should consult with their supervisor regarding any dress code requirement specific to their department.

During the summer months, employees may wear business casual dress using the following guidelines:

- Clothes must be appropriate for the employee's position and level of contact with outside parties. Employees are always representing the university regardless of the season.
- Employees should always use professional judgment as to what is best. If in doubt, employees should ask their supervisor or the Office of Human Resources about appropriate dress attire before wearing it on the job.
- Business casual dress is neat and clean.
- Maintenance, grounds and campus safety service employees are required to maintain their standards of dress throughout the summer months.
- Supervisors have the final say regarding whether a particular style of clothing is appropriate. If an employee is in violation of the dress code they can be sent home without pay.

Employees failing to adhere to the university's standards with respect to appearance and demeanor are subject to corrective counseling.

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