



## **Dress Code Policy**

**Effective Date of Policy: 8/21/23**

### **Policy**

All University of Science and Arts employees are expected to wear clothing that is appropriate for the job and work site. Clothing and appearance should be neat, clean, in good business taste and shall not constitute a safety hazard. USAO is a professional organization that interfaces with other state agencies, the business community, alumni and donors, and prospective students and parents. As such, employees shall make reasonable efforts to project a professional public image. The following standards of dress code are established to provide direction for employees to maintain the professionalism that USAO advocates.

### **Procedure**

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and present a professional image while representing the university. Administration may make exceptions for special occasions. Employees shall not wear clothing that is unsafe for their work environments. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Supervisors will be responsible for determining whether attire is unprofessional on a case-by-case basis.

### **Guidelines**

The list below contains examples of items that are never acceptable while at or representing USAO:

- Rubber flip flops
- Clothing with potentially offensive graphics or words

- Overalls, sweats, pajamas, strapless tops, workout clothes or jogging suits
- Hats or caps, unless medically necessary
- Jeans or pants with substantial holes, frays, cuts, or stains
- Leggings unless worn with an appropriate length dress, skirt or top
- Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts, tube tops)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- T-shirts (except on ***Spirit Fridays***).

An employee unsure of what is appropriate should check with a supervisor, manager, or Human Resources. Supervisors shall provide guidance as to proper attire and grooming. Supervisors must send an employee who reports to work in violation of the established dress requirement home with instructions to change into acceptable clothing and return to work.

### **Exceptions**

The maintenance and grounds staff of our university that do other physical labor shall wear clothing suitable to their jobs and to their work sites. An exception may also be granted based upon a medical or health condition. The request must be reviewed and approved by the supervisor and Human Resources.

The athletics coaching staff of our university that hold indoor and outdoor practices shall wear clothing suitable to their jobs and athletics practice areas. Exceptions may also be made for employees staffing student events at which spirit wear is appropriate.

The university recognizes the importance of individually held religious beliefs and will reasonably accommodate a staff member's religious beliefs in terms of this policy unless the accommodation creates an undue hardship. Those requesting an attire accommodation based on religious beliefs should be referred to Human Resources.

Each Friday, all university employees may participate in ***Spirit Fridays***. Attire for this day may include USAO branded spirit wear. All clothing must be clean and neat, free from stains, holes, and wrinkles. Clothing should have appropriate fit and not appear to be worn, faded, or stretched out.