



DEPARTMENT DRESS CODE FORM

Department: \_\_\_\_\_ College: \_\_\_\_\_ Division: \_\_\_\_\_

Department Head: \_\_\_\_\_ Title: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**Dress Code Statement:** The University strives to maintain an image that projects professionalism and upholds its values of excellence, student success, inclusiveness, respect, and integrity. During business hours and business-related events, employees are expected to dress in a way that is appropriate to their position and department and the University's mission. Employees are expected to use good judgement at all times regarding their personal appearance, dress appropriately, be neat, wear clean clothing and be mindful of personal hygiene. If an approved dress code has been established in an employee's department, it must be followed.

Departments electing to develop a dress code must do so in accordance with the following guidelines:

1. The dress code should be developed in consultation with all affected groups.
2. To the extent possible, the dress code should impact all groups evenly regardless of gender and gender identity, race, ethnicity, religion, etc.
3. The dress code must state its underlying purpose.
4. Consequences for non-compliance should be clearly stated and consistent with PS 02.B.03, Discipline and Dismissal of Regular Staff Employees Policy.
5. The Department Dress Code Form must be used in developing the proposed dress code and be submitted for review and approval to the appropriate Vice President and the Vice President for Employment Services and Operations at least 30 days prior to implementation.

**Dress Code Purpose:**

**Proposed Dress Code:**

In submitting this form, I certify that: 1) all affected groups were consulted in the development of this statement, 2) all groups are impacted evenly, regardless of gender and gender identity, race, ethnicity, religion, etc., and 3) notice of the dress code, including consequences for non-compliance, will be given to affected employees no less than 30 days prior to expected dress code compliance.

Consequences for non-compliance with this Department Dress Code may include being sent home to change clothing and/or disciplinary action. Staff sent home to change clothes will be required to use vacation, compensatory time, or unpaid leave.

**Approvals**

The Dress Code Statement will go into effect a minimum of 30 days after approvals have been received.

**Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Vice President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vice President HR** \_\_\_\_\_ **Date** \_\_\_\_\_