



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **WORKPLACE ATTIRE POLICY**

Policy #:

Version: 1.0

Updated Date: May 2002

Purpose: To develop and maintain a professional collegial atmosphere within the University.

Scope: All employees (Note: those employees covered under a collective bargaining agreement, please refer to the appropriate contract)

Policy: The professional image of employees must conform to the mission and growth of the University. Administrators, faculty and staff are expected to dress in a professional manner appropriate for their work area. Since individual departments may vary in their expectations, the manager will be responsible for determining and enforcing the appropriate standards for his or her particular work area. Employees not dressed appropriately may be sent home without pay.