



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Personal Appearance/Uniform Policy

Policy:

Personal neatness and appropriate attire is left largely to the employee, except when direct student or public contact makes it necessary that specific standards be followed. Such standards may be department/office specific.

If employees are required to wear uniforms, the department head/supervisor will advise them of the type of uniforms that are necessary. The University usually furnishes uniforms. Employees are expected to keep uniforms neat and are to wear them appropriately at all times. Uniforms are to be worn on duty only and are not to be worn at other times. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination.

All employees are expected to be careful of their personal hygiene, neatness of attire, and cleanliness of apparel. Flagrant violations of standards of hygiene and cleanliness which disrupts the work environment may be grounds for disciplinary actions.