I. Policy Statement
Employees are expected to dress appropriately for their work environment. The exercise of good judgement in attire and presentation of self is encouraged in accordance with the business and academic environment of the University.

II. Application/Dissemination
This policy applies to all University of Scranton staff and administration.

III. Purpose
This policy provides guidelines for acceptable attire according to the duties and responsibilities performed.

IV. Definitions
a. Business Casual – A business casual dress code projects a professional, business-like image while experiencing the comfort of casual clothing.

V. Guidelines
The guidelines governing dress are as follows:

**Administrators, Professional, Paraprofessional, and Clerical Staff**

Business casual attire means clothing that allows staff to feel comfortable at work yet is appropriate for a professional office environment. Some examples of acceptable business casual clothing include dress pants, khaki pants, dress capris, long or short-sleeved collared or polo shirts, ties, blouses, loafers, dressy slip-ons, sport coat or blazer, sweaters, knit pullovers, dresses and skirts. Some examples of inappropriate attire for the work place include: jeans, shorts, mini-skirts, halter tops, work out attire, tee-shirts, leggings, yoga pants, sheer/see-through clothing, sweat suits, flip flops, sneakers (unless medically necessary) and clothing that promotes drugs and/or alcohol or is sexually explicit in nature.
Facilities Operations Staff

Facilities Operations staff should adhere to the uniform standards policy housed in the Facility Division’s Standard Operating Procedure manual.

University Police

University Police should adhere to the uniform standards policy housed in the University Police department’s Standard Operating Procedure manual.

Additional Information

Normal business attire may be required for certain events and activities.

The University may declare certain days or periods as casual dress days.

VI. Conclusion

A department’s determination to participate is based upon the staff’s interaction with students, prospective students, their families and others. The final decision to participate is the responsibility of the department head with the approval of divisional management. Managers and supervisors are responsible for interpreting and enforcing appearance within their area of responsibility. If a manager deems an employee’s attire is not appropriate for work, through the consultation with Human Resources, the manager may send the employee home to change and return to work.

VII. Non-Discrimination Clause

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws or hinder the advancement of diversity at the University. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

VIII. Contact Information

If you have a question regarding this policy, please call the Office of Human Resources Department at (570) 941-7767.