

# University of Scranton Institutional Policy

Office of Human Resources

Executive Sponsor:  
Office of Human Resources  
Responsible Office:  
Office of Human Resources  
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## Dress Code Policy

### I. Policy Statement

University staff are expected to dress appropriately for their professional 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. Reason for Policy

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

### III. Entities Affected by This Policy

- Full-time, part-time, and seasonal staff and administrators (staff)

### IV. Website Address for this Policy

[www.scranton.edu/hr](http://www.scranton.edu/hr)

### V. Related Documents, Forms, and Tools

[Staff and Administrator's Handbook](#)

### VI. Contacts

Office of Human Resources:

[hr@scranton.edu](mailto:hr@scranton.edu)

570-941-7767

### VII. Definitions

- Business Casual* – A business casual dress code projects a professional, business-like image while experiencing the comfort of casual clothing.
- Normal Business Attire* – Normal business attire projects a higher professional, business-like image. An example is a suit coat/blazer and suit pants/khaki pants with a button-down shirt or blouse. The button-down shirt is generally accompanied by a necktie or bow tie. Typically, closed toe dress shoes or high heels are worn as footwear. Sweaters, cardigans, and vests may also be worn.

### VIII. Responsibilities

University of Scranton staff shall not intimidate or take retaliatory action, as defined above, against any member of the University community or a relative of such a person who is a staff member or student at the University, who makes a report of the type defined below in good faith and without malice.

## **IX. Procedures**

### ***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 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 workplace include, shorts, mini-skirts, halter tops, work out attire, tee-shirts, leggings, yoga pants, sheer/see-through clothing, sweat suits, flip flops, 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.

### ***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 a staff member's attire is not appropriate for work, through the consultation with the Office of Human Resources, the manager may send the staff member home to change and return to work.

## **X. 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.

## **XI. Appendix**

Staff and Administrator's Handbook