



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Benefits

Policy 02.03.07

SUBJECT: Business Casual Dress

I. PURPOSE AND SCOPE

This policy has been established to allow staff members to have a more business casual dress code while still projecting a neat and professional image. Staff members are also expected to practice good grooming and personal hygiene. Staff members are expected to consider each day's activities when determining what to wear, and should refrain from casual dress when the university is hosting special events such as Board of Regents meetings, Convocation, or other special occasions. When staff members are hosting meetings, the staff member should either refrain from wearing casual attire, or advise visitors of the University's business casual dress option.

II. POLICY PROVISIONS

A. During the summer, when students, parents and visitors generally are not on campus, and on most Friday's throughout the year, a more casual and informal work dress code is allowed. The business casual dress timeframe starts the Monday following spring and fall commencement and ends the Monday before classes begin for the long semester.

B. Business casual attire includes polo and cotton shirts, sweaters, and khaki pants. Regardless of the article of clothing, it is imperative that employees avoid wearing anything to the office that is excessively worn, frayed, or wrinkled. The following is a list of guidelines that set the general parameters for proper business casual wear. This list is not intended to be exhaustive.

- i. **Slacks:** Blue jeans will be permitted provided they are appropriately fitted and not faded, torn or otherwise damaged. Blue jeans should not be worn on the Friday of the Board of Regents meetings. Inappropriate clothing includes sweatpants, bib overalls, short shorts, beachwear, workout attire, spandex or other form-fitting pants.

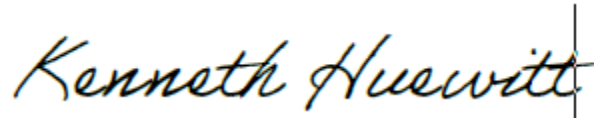
- ii. **Shirts:** Appropriately fitted casual shirts, golf shirts, and sweaters are acceptable. Seasonal tops (i.e. holiday designs) are acceptable. Texas Southern University logo shirts are acceptable. Inappropriate clothing includes tank tops, halter-tops, and shirts with novelty designs (i.e. musical groups and other commercial ventures).
 - iii. **Dresses and Skirts:** Casual dresses and skirts, and jean skirts, are acceptable. Inappropriate clothing includes mini-skirts and thin-strap dresses.
 - iv. **Footwear:** Athletic shoes, loafers, flats, dress sandals, and leather deck shoes are acceptable. Flip-flops and sandals with full open-toe should not be worn for safety reasons.
- C. The University dress code policy seeks to establish broad parameters for appropriate business casual attire. Most departments and offices have uniqueness in their operating needs and work areas that require dressier attire than in other areas. In areas where uniforms or specific dress codes are required (i.e. lab areas, etc.), employees are required to strictly adhere to those specific dress codes. Supervisors are responsible for enforcing the dress code in their areas of responsibility. Supervisors may also counsel staff members whose appearance is inappropriate. Employees are encouraged to consult with their supervisor if they are uncertain about the dress standards in their office.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice President of Human Resources

Review: Every three years, on or before September 1

VI. APPROVAL

A handwritten signature in cursive script that reads "Kenneth Huewitt". A vertical line is drawn through the end of the signature.

Vice President for Finance

A handwritten signature in cursive script, appearing to be "A. H. Jones".

President

Effective Date: 2/22/2019