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## Employee Dress Code Policy

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**Issued:** July 31, 2017

**Revised:** August 17, 2017

**Purpose:**

To provide guidelines to assist Graduate Assistants and full-time staff members (Residence Life Coordinators, Administrative Assistant, System Administrator, the Assistant Director of Residence Life, Senior Residence Life Manager, and Director of Residence Life) on dress standards for all Residence Life employees. Each employee is to represent the University and the Department of Residence Life in a professional manner.

**Scope:**

This policy applies to professional appearance of Graduate Assistants and full-time staff members (Residence Life Coordinators, Administrative Assistant, System Administrator, the Assistant Director of Residence Life, Senior Residence Life Manager, and Director of Residence Life; hereon mentioned only as “staff members”) during regular business hours and official functions.

**Policy/Process:**

1. All Residence Life employees will present as a professional.
2. Any clothing worn during regular business hours and official functions should be in good repair, free of holes, tears, rips, wrinkles, etc.
3. Each staff member is expected to wear appropriate attire. General attire requirements are as follows:
  - a. Dress Shirts: Dress shirts may be long sleeve or short sleeve. Shirts must be tucked in unless appropriately tailored.
  - b. Pullover or Polo/Golf Shirts: These shirts may be short or long sleeve. All but the top button must be buttoned; unless accompanied by an undershirt. Shirts must be tucked in unless appropriately tailored.
  - c. Pants and/or Trousers: Dress or business casual full length pants or trousers are acceptable.
  - d. Dresses, Skirts, Skorts, or Shorts: These items should be the appropriate length. A dress with a low cut front or back are inappropriate for the office.

- e. Shoes: Shoes should be appropriate for the work being performed. Tennis shoes are acceptable as long as they are not in poor condition.
- f. Denim Jeans: Denim jeans are allowed on days that are permitted by the University or the Department of Residence Life.
- g. T-Shirts: T-shirts are prohibited unless otherwise allowed by the University or the Department of Residence Life.
- h. Not Allowed: The following are not allowed unless otherwise given permission by the University or the Department of Residence Life: tank tops, midriffs, sleeveless shirts, shorts, flip flops, jumpsuits, sweat suits, coveralls, non-CSU apparel, pajamas, and overly tight/overly loose fitted clothing.

### **Responsibilities**

1. It is the responsibilities of the employee to abide by this policy.
2. Each supervisor must ensure that their employees are made aware and understand this policy.

### **Exception to the Policy/Process**

1. Exceptions may be made on a case by case basis by the employee's supervisor for specific assignments.
2. Please contact your supervisor with any questions you may have.