

DRESS CODE

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCE

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

Policy Statement:

Northern Kentucky University strives to have a reputation of an institution where employees enjoy their work environment while delivering excellent services to our faculty, staff and students. Our goal is to create an environment that is comfortable and encourages open communication across all levels and divisions within the institution.

We recognize the importance and value of having an environment where employees represent the University in a professional manner and dress appropriately for conducting business in their departments as well as on and off campus. Appropriate dress and personal hygiene are important in promoting a positive image for our customers- both internally and externally.

Common sense and good judgment regarding appearance should always be exercised and this dress code serves to define basic expectations and guarantee consistency across the institution. The following clothing is never acceptable at work: spandex, bare feet, pants, shorts or skirts worn below the waistline, sexually provocative clothing, hats in the office environment, clothing with profanity, nude or semi-nude pictures or graphics, sexually suggestive slogans, cartoons, or drawings or observable lack of undergarments or exposed undergarments. Sweats, shorts, and tee shirts with or without logos (other than NKU logos) are unacceptable.

During the summer a more casual and informal work dress code is acceptable. The summer casual dress timeframe starts the Monday following Commencement and ends the day before the fall convocation.

The primary objective is to allow employees to take advantage of a more casual dress code while still projecting a neat and professional image. Staff employees are expected to consider each day's activities when determining what to wear. When you are hosting meetings, you should either refrain from wearing casual attire, or let your visitors know in advance about the University's casual dress option.

The University summer casual dress code is an effort to establish some broad parameters. However, because most departments and offices have at least some uniqueness in terms of operating needs and there are work areas where the casual day attire must be dressier than in other areas where uniforms are required, supervisors are responsible for interpreting and enforcing the dress code in their areas of responsibility. This includes counseling staff whose appearance is inappropriate. Please consult with your supervisor if you are uncertain about the dress standards in your office.

Casual business includes pieces such as polo and cotton shirts, sweaters, and khaki pants.

Jeans must be neat, clean and free of holes and/or fraying. Regardless of the item, it is essential to avoid wearing anything that is excessively worn, frayed or wrinkled. The following is a list of guidelines that sets the general parameters for proper casual business wear.

General Guidelines:

- Business attire or uniforms are always acceptable.
- Sweats, shorts and tee shirts with or without logos (other than NKU logos) are unacceptable.
- Clothing that is revealing in the workplace is unacceptable.
- Good grooming and neatness are required at all times.
- Safety comes first. Employees should always wear appropriate footwear and clothing to protect against injury.
- Traditional business attire may be required when meeting with non-NKU visitors, or when best suited for the employee's position.
- Each department's administrative authority/supervisor is responsible for ensuring that staff knows the departmental dress standard.

This policy is not intended to preclude any department policies requiring employees to wear a uniform, lab coat, gloves, specific shoes, protective wear or other items needed to comply with internal policies or safety and external regulatory requirements.

II. ENTITIES AFFECTED

Faculty and Staff

IV. DEFINITIONS

- Professional attire is defined as suits, ties, dress shirts, dress slacks, and business skirts/dresses.
- Business casual attire is defined as slacks, khakis, polo and cotton shirts, golf shirts, skirts and dresses, turtlenecks, sweaters, and loafers.
- Casual attire is defined as jeans, capris, tee shirts, sweatshirts, casual skirts/dresses, athletic shoes and sandals.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	

Choose an item.	
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