

DRESS CODE

RESPONSIBLE OFFICIAL: CHIEF HUMAN RESOURCES OFFICER
EFFECTIVE DATE: ~~XX/XX~~ 11/14/2025 (revised)
NEXT REVIEW DATE: ~~XX/XX/2028~~ 12/31/2027
PRESIDENTIAL APPROVAL

I. POLICY STATEMENT

~~Northern Kentucky University departments~~Departments may determine appropriate workplace attire for their ~~area~~areas. Supervisors should communicate their department's workplace attire and appearance guidelines to staff during the hiring process, orientation, and evaluation ~~period~~periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Workplace attire, whether on-site, in-person or via video or virtual platforms, must be clean, neat, and appropriate for the work being performed and for the setting in which the work is performed. ~~Uniforms may be required for certain positions (e.g., University Police, Operations and Maintenance, Campus Recreation, and laboratory and clinical settings).~~

As determined by supervisors, professional attire may vary with the nature and setting of the work being performed (e.g., uniforms for certain areas including University Police, Operations and Maintenance, and Campus Recreation; safety-related requirements in laboratory and clinical settings; other modifications in programs involving athletics and the arts).

A. Guidelines

NKU expects employees and student workers to be professional in appearance when engaged in work-related activities. ~~The following guidelines -/This~~ policy applies when employees are engaged in work-related activities on campus, during remote work, and when working in the community. General appearance/attire guidelines include the following:

- Employees are encouraged to dress for the weather, their commute and their work area/environment; however, appropriate office attire is expected during the workday and when representing NKU.
- Clothing and footwear must be clean, neat, and in good condition, without stains, tears, excessive fading, or signs of wear.
- ~~Clothing should not appear to be worn, faded or stretched out, and must have appropriate fit.~~
- ~~Clothing should~~ be free from offensiveprofane, indecent, or other unprofessional images, words ~~or, and~~ logos.
- The use of perfume or cologne, jewelry, accessories, etc., is allowed. Due to allergies or sensitivity to fragrance, employees are expected to limit their use upon request.

NKU employees must dress in business casual attire, at minimum, on a daily basis. Examples of business casual attire ~~includes~~include crewneck shirts, golf/polo shirts, casual slacks, jeans, NKU shirts including t-shirts, casual slip on or tie-up shoes and dress sandals. ~~Clothing and shoes must be neat and cleanNKU-branded attire may be worn as part of business casual attire. Supervisors may modify these standards as appropriate for the nature and setting of the work being performed.~~

NKU employees must dress in business professional attire when appropriate for their role and / or meetings for the day. Examples and basic elements for appropriate and professional business attire includes items such as collared shirts, ties, blouses, blazers, suit jackets, sweaters, slacks, dresses/skirts of appropriate length, socks and dress shoes.

~~Professional attire does not include shorts, tank/halter tops, low-cut tops, flip flops, pajamas, and other apparel associated with recreational exercise and similar activities, including exercise-style leggings and yoga pants. However, when~~ When styled and intended as part of a business casual outfit appropriate for the workplace, ~~these~~ the following items may be permitted. ~~For example:~~

- Leggings or yoga pants paired with a tunic, dress, or professional top.
- Sleeveless blouses or tops designed for professional wear (not athletic tank tops).
- Casual footwear, such as dress sandals, when appropriate for the office environment.

Employees should use good judgment in ensuring these items are worn in a professional, ~~business casual~~ manner that reflects positively on NKU. ~~Managers~~ Supervisors maintain discretion to determine whether an outfit meets the standard for their ~~department~~ employees.

B. Reasonable Accommodations

NKU will grant exceptions to this policy when required by applicable law, including reasonable accommodations for disabilities and religious beliefs. Requests for exemptions must be directed to Human Resources.

Note that attire that is necessary to accommodate a disability or to express religious beliefs typically is already consistent with the requirements of this policy, without the need for an exception.

II. POLICY APPLICABILITY

This policy applies to all NKU employees.

III. PROCEDURES —~~DRESS CODE POLICY~~ AND ENFORCEMENT

~~Unprofessional~~ Supervisors should address unprofessional attire and appearance ~~and/or poor hygiene will be addressed directly with the employee by the immediate supervisor on an individual basis: their employees.~~ Questions regarding ~~the appropriateness of clothing or appearance~~ what constitutes professional attire should be directed to ~~the supervisors~~ supervisors. If a supervisor determines that an employee's dress or appearance is not appropriate as outlined above or per the specified unit policy, ~~they~~ the supervisor may take corrective action and require the employee to leave the work area to make necessary changes ~~towards compliance.~~

Repeated violations of this policy will follow progressive discipline steps. Supervisors will partner with Human Resources prior to delivering discipline beyond a verbal warning.

Concerns regarding interpretation and enforcement of this policy may be addressed to Human Resources.

Revision History

REVISION TYPE

MONTH/YEAR APPROVED

DRAFT