

DRESS CODE

RESPONSIBLE OFFICIAL: CHIEF HUMAN RESOURCES OFFICER

EFFECTIVE DATE: XX/XX/2025 (revised)

NEXT REVIEW DATE: XX/XX/2028

PRESIDENTIAL APPROVAL

I. POLICY STATEMENT

Departments may determine appropriate workplace attire for their area. Supervisors should communicate their department's workplace attire and appearance guidelines to staff during the hiring process, orientation and evaluation period. 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).

Guidelines

NKU expects employees and student workers to be professional in appearance when engaged in work-related activities. The following guidelines / 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:

- 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 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 offensive images, words or 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 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 clean.

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 styled and intended as part of a business casual outfit appropriate for the workplace, these 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 maintain discretion to determine whether an outfit meets the standard for their department.

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.

II. POLICY APPLICABILITY

This policy applies to all NKU employees.

III. PROCEDURES – DRESS CODE POLICY ENFORCEMENT

Unprofessional appearance and/or poor hygiene will be addressed with the employee by the immediate supervisor on an individual basis. Questions regarding the appropriateness of clothing or appearance should be directed to the supervisor. If a supervisor determines that an employee's dress or appearance is not appropriate as outlined above or per the specified unit policy, they 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.

Revision History

REVISION TYPE	MONTH/YEAR APPROVED
Revised Policy	XX XX, 2025