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**EMPLOYEE DRESS/UNIFORM POLICY**

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**Scope:** Residential Life

**Issued :** June 1, 2012

**Revised:** June 15, 2015

**I. PURPOSE**

The purpose of this policy is to establish dress standards for all classified and non-classified employees. It is imperative that each employee represents the University and Department in a professional manner and shall be properly dressed and groomed during regular business hours and official functions.

**II. POLICY**

All personnel will present themselves in appearance with the highest standards of professionalism. Any clothing worn should be in good repair, free of holes, tears, rips, wrinkles, etc.

**Administration Staff:** Each employee is expected to wear the appropriate attire. General dress requirements are as follows:

a. Male Employees

1. Dress Shirts – These shirts will be button-up front and short or long sleeve. Shirts must be buttoned and shirts must be tucked in unless appropriately tailored. Buttons farther than 3 inches from the collar or neck must be buttoned. Sleeves must not expose an undergarment.
2. Pullover or Polo/Golf Style Shirts – These shirts may be short or long sleeve. The material shall be of a heavy cotton/or blended material (of the type not normally worn under a shirt or sweater). No t-shirts (solid color or with a slogan or advertising, etc.), tank tops, midriffs, or sleeveless shirts will be allowed. Shirts should be tucked in unless they are tailored to be worn outside. All but the top button must be buttoned. Sleeves must not expose an undergarment.
3. Jumpsuits, Cargo Pants, and Coveralls – These items are appropriate ONLY when work takes the employee to a construction/renovation site, special projects,

moving, or long periods in mechanical spaces or other areas not normally frequented by the public.

4. Pants and/or Trousers – Dress or casual full length pants or trousers are acceptable. If the pants/trousers have belt loops, a belt or suspenders must be worn. Shorts are prohibited.
  5. Shoes – Shoes should be appropriate for the work being performed. Tennis shoes should be mostly white or solid black. Shower shoes or flip-flops are prohibited at all times.
  6. Sweat Suits – These items, including nylon wind suit pants or any other type of pants used for athletic endeavors, are not appropriate office wear and shall be prohibited.
- b. Female Employees:
1. Dresses, Skirts, Skorts, City Shorts – These items should be the appropriate length. No more than four (4) inches above the knee. A dress with a low cut bodice or back are inappropriate for the office. It may be appropriate with a jacket.
  2. Shirts - Tank top and/or blouse with a low cut bodice or back are inappropriate for the office. They may be appropriate with a jacket. Midriffs are prohibited. Sleeves must not expose an undergarment. Athletic sweat shirts and sweat suites, as well as any pants utilized for athletic endeavors are leisure wear and are prohibited.
  3. Pants, Trousers, Capri Pants, Skorts, City Shorts –
    - i. Pants, trousers, and city shorts should be tailored but loose fitting. Pedal pushers, knickers, leggings, jogging suites (sweats) are prohibited.
    - ii. Capri Pants or skorts are defined as garments consisting of trousers or shorts made full in the leg to resemble a skirt and are appropriate dress.
    - iii. City shorts are defined as a dressy short trouser, usually tailored in style and appropriately worn with a jacket and are appropriate dress.
    - iv. Stirrup pants that are made of heavy weight material that is not body forming are considered appropriate when worn with a jacket or long sweater.
    - v. Rompers are defined as a one piece outfit usually with loose fitting pants resembling a skirt. These must adhere to all above restrictions and in some cases will be more appropriate with a jacket.
  4. Shoes - Shoes should be appropriate for the work being performed. Tennis shoes should be mostly white or solid black. Shower shoes or flip-flops are prohibited at all times.
- c. The use of headwear by administrative staff is appropriate ONLY when work takes the employee to a construction/renovation site, special project, or long periods in mechanical spaces. Headwear with obscene or inappropriate printed matter is prohibited. Rollers, curlers, bandanas, and nylon socks are not considered appropriate headwear and will not be allowed. Exceptions may be granted for medical reasons with supervisor approval and proper documentation.

- d. Printed matter on work/office clothing is prohibited (excluding brand labels located above the breast pocket area). LSU logos are permitted.
- e. Denim jeans are allowed on Fridays only. Denim shirts, skirts, dresses, and vests are permitted. Jeans are allowed **ONLY** when work takes the employee to a construction/renovation site, special projects, moving, or long periods in mechanical spaces or other areas not normally frequented by the public. Jeans should not be faded and should not have tears/holes. Jeans must be loose fitting and may be of a generous size, but all jeans must be worn properly at the waistline.

**Custodial Staff:** The Department will supply uniform smocks for women, shirts for men, and pants for both via a commercial uniform supplier. Because the contract includes cleaning and maintaining of the items, it is the responsibility of each employee to keep his/her supervisor informed of quality, fit, and appearance of the supplied uniform items. Employees may wear a generous size, but all pants must be worn properly at the waistline. General dress requirements are as follows:

- a. Smocks and shirts are to be buttoned completely. Only t-shirts white in color may be worn. Men must tuck in shirttails and belts are to be worn when belt loops are provided. Shirt buttons farther than 3 inches from the collar must be buttoned. Long or short sleeves are authorized. Long sleeve shirts and smocks must be buttoned at the cuffs or worn rolled or folded above the elbow. Long sleeves provide the maximum protection and may be required.
- b. Outside garments are not allowed unless the employee is subject to extreme weather conditions. Any allowable outside garments considered bizarre or outlandish in color, style, or design, as determined by the supervisor, is prohibited. Sweatshirts are not to be worn as outerwear. Jogging suits, sweat suits, similar garments, or a combination of both are not considered work clothes and are prohibited.
- c. Printed matter on work clothes is prohibited (Excluding brand labels which are located above the breast pocket area). LSU logos are permitted.
- d. Footwear should have a well defined heel, be of sturdy construction and support, made of leather, rubber or synthetic material, and have a slip-resistant sole. Socks and/or hosiery will be worn with appropriate footwear. Shower shoes or flip-flops, thong sandals, open toe shoes, platforms, cloth bodied shoes, boots or shoes with heels over two inches and soles over one inch are not considered safe and are prohibited at all times.
- e. The use of headwear with obscene or inappropriate printed matter is prohibited. Rollers, curlers, bandanas, and nylon socks are not considered appropriate headwear and will not be allowed. Exceptions may be granted for medical reasons with supervisor approval and proper documentation and employees that are more than 45% outside duties.

**Maintenance Staff:** Each employee will be provided four shirts and one jacket with the University Logo in accordance with University policy. The general dress requirements are as follows:

- a. Work clothes shall be of good quality, provide a good fit, be well maintained and provide a good appearance. Clothing shall be clean. Soiled or dirty clothes are not considered healthy or safe.
- b. Shirts are to be buttoned completely. Only t-shirts white in color may be worn. Shirttails are to be tucked in and belts are to be worn when belt loops are provided. Suspenders may be worn and should be sturdy and considered suitable for work rather than casual wear.
- c. Shirt buttons farther than 3 inches from the collar must be buttoned. Long or short sleeves are authorized. Long sleeve shirts must be buttoned at the cuffs or worn rolled or folded above the elbow. Long sleeves provide the maximum protection and may be required.
- d. Outside garments other than the provided jacket are not allowed unless the employee is subject to extreme weather conditions. Sweatshirts are not to be worn as outerwear. Jogging suits, sweat suits, similar garments, or a combination of both are not considered work clothes and are prohibited.
- e. Printed matter on work clothes is prohibited (Excluding brand labels which are located above the breast pocket area). LSU logos are permitted. Head wear with obscene or inappropriate printed matter is prohibited.
- f. Footwear should have a well defined heel, be of sturdy construction and support, made of leather, rubber or synthetic material, have a slip-resistant sole, and in most cases, a steel toe. Socks and/or hosiery will be worn with appropriate footwear. Thong sandals, open toe shoes, platforms, cloth bodied shoes, boots or shoes with heels over two inches and soles over one inch are not considered safe and are prohibited at all times.
- g. Workers in tunnels and job sites away from the public view will be allowed to wear t-shirts only when in the tunnel or at the remote jobsite and must be approved by the supervisor.

**EXCEPTIONS:**

Exceptions may be made on a case by case basis by the employee's supervisor for specific assignments, i.e. moving, special projects, working in a storage area, doing inventory.

**IDENTIFICATION BADGES:**

Identification badges are to be worn for security purposes and shall be worn when the employee is on duty and is at a site other than their principal work location. Custodial and maintenance employees will wear their identification badges at all times.

**RESPONSIBILITIES:**

- a. Each supervisor shall be held accountable to ensure that employees are made aware and understand this policy and to report and correct violations as necessary, including sending the employee home without pay until they return in appropriate dress.
- b. The improper wearing of clothing violates the intent and purpose of this policy, such as but not limited to failure to tuck a shirt beneath the waistband if the shirt is designed with tails.
- c. An employee's failure to wear, loss of, negligent damage, unauthorized alterations, and failure to comply with this policy may result in being held financially responsible and/or disciplinary action being taken, including being required to take leave without pay until the employee dress/uniform policy is met.
- d. Employee questions or concerns regarding this policy should be addressed with his/her supervisor.