



Delaware State University

University Area(s) Responsible: Office of Human Resources

Policy Number & Name: 4-07: Dress Code Policy

Approval Date: 1/29/2013

Revisions: _____

Reviewed: _____

Related Policies and Procedures: 7-29 Personal Protective Equipment and Hazard Assessment Policy

I. Purpose

To ensure that Delaware State University (DSU) staff members maintain acceptable standards of personal grooming, hygiene and present a neat, professional appearance at all times in order to maintain standards of appearance and the image of the University.

II. Scope

This policy is applicable to all University staff, volunteers, and vendors.

III. Policy

Delaware State University staff members should come to work in attire that is appropriate for business and reflects an efficient, and professionally-operated University. Personal appearance and attire are an integral part of the goal of sustaining the University's image, reputation and standards.

DSU's dress code is dictated by the location in which the employee works. All attire should be appropriate for a business or professional setting. Clothes that are too tight, too

short or revealing are prohibited. Clothing such as shorts, sweatshirts, halter tops, crop tops, tee-shirts, denim jeans and sneakers generally fall within this prohibition.

Appropriate attire such as slacks, blouses, skirts with jackets and comfortable shoes must be maintained. Managerial personnel must dress in appropriate traditional business wear. DSU will consider accommodations to its Dress Code policy in accordance with applicable laws.

IV. Procedure

A. All University staff members are expected to come to work dressed in appropriate attire as defined by the duties, responsibilities and activities performed by the employee. Acceptable attire and appearance requirements will be set according to the operational needs and tasks of the department and/or job in which the employee works subject to the approval of the department supervisor and area Vice President.

B. Clothing worn must be clean, neat and appropriate for the position held by the employee.

C. All aspects of attire will be subject to the good judgment of the managers (e.g. jewelry which might be potentially dangerous to the wearer), particularly where safety is a concern.

D. If clothing and grooming do not meet the standards of DSU, the employee will meet with his/her supervisor in an attempt to alleviate the problem. Persistent violations of this policy shall be referred to the Office of Human Resources for review and corrective action.

E. Staff members sent home due to a violation of this policy shall be subject to the use of their accrued annual leave time to make up for the time absent from work to correct their appearance.

F. Staff members who have been found to violate this policy shall be subject to disciplinary action with adherence to the Collective Bargaining Agreement guidelines where applicable.

V. Responsibility

A. Department Directors or Supervisors

Department directors or Unit Supervisors are responsible for informing their staff about personal appearance and proper attire practices. Directors or Supervisors are responsible for establishing and enforcing the dress code and personal appearance policy in their respective departments based on the type of work or service provided. Directors or Supervisors are to address violations, accommodation requests and any other issue that

arises and will communicate with the Office of Human Resources (HR) to ensure the policy is being implemented correctly. Directors or Supervisors should ask for intervention and clarifications from HR.

Department directors or supervisors will determine whether or not an employee is groomed and dressed appropriately for his or her particular job. Staff members whose dress and appearance do not meet the University and or departmental standards may be sent home to change clothes or to improve his or her appearance. In sensitive situations, such as attire that is excessively revealing or tight, a supervisor should use good judgment and ask for the assistance of someone of the same sex as the employee in violation of the dress code or ask for the assistance from HR if necessary.

If an employee requests an accommodation based on a religious practice, or belief, the director or supervisor should refer the employee to the Office of Human Resources for resolution of the request after appropriate consultation.

B. Employees (Staff)

1. General. All staff will comply with the University's and their respective department's policy and procedures regarding dress code and personal appearance. Staff members are expected to inform their supervisor about any special needs and or requests. A staff member may be asked to provide appropriate documentation to support his or her request to the Office of Human Resources. Staff members will not be paid for the time absent from work to correct their appearance. Staff members who have been found to violate this policy shall be subject to the appropriate University disciplinary procedure.

2. Athletics Staff. Those working in the University Athletics area or in athletic facilities will be allowed to implement a suitable dress code with the approval of the unit supervisor and the Director of Athletics.

3. Facilities Management Shops, Custodial and Construction.

a. Staff members in the Facilities Management Shops or Custodial or Construction Divisions are expected to comply with the Dress Code Policy and the University Personal Protective Equipment and Hazard Assessment Policy requirements.

b. Appropriate uniforms, footwear and personal protective equipment must be worn by staff whose job specifications require such attire. Uniforms are furnished by the University for each facility-shop and custodial service area. Staff members in these areas must come to work dressed in the assigned uniform or change into the uniform prior to the start of work.

c. Summer Dress Code for Facilities Services – Shall be determined by the Facilities Management Administration prior to the start of summer.

- i. Those wearing inappropriate uniforms will be asked to change into something acceptable before proceeding with their work.

d. Safety related and Occasion related

- i. Safety must always come first. Staff working on assignments, activities, emergencies that pose potential risks to their well being and safety must wear the appropriate Personal Protective Equipment while working in such assignments regardless of temperature or other weather conditions. Safety supersedes the desire for more comfortable attire.
- ii. If an employee is scheduled for meetings on behalf of DSU with the University community, surrounding community, outside vendors, contractors, or other professionals, the employee should use discretion and dress appropriately for the occasion.

C. University

The University will enforce this staff dress code and personal appearance policy. The University will make reasonable efforts to provide special needs and religious accommodations during the employment processes, to enable staff to perform the essential functions of their jobs, and to exercise their religious practice without creating a risk of harm for the staff member or creating an undue hardship on the University. Each accommodation request is considered on an individual basis. An employee may be asked to provide appropriate documentation to support his or her request for an accommodation to the Office of Human Resources.

The University reserves the right to make changes to this policy as needed and without prior notice.