

# TTU BUSINESS OFFICE GUIDELINES FOR DRESS

## Introduction

TTU Business Office has constant contact with other employees and persons from outside the University. It is a high profile area. Because of the high visibility, we are frequently held to a higher standard than many other areas of the campus. Professional discretion is to be exercised in dress. A neat, well-groomed appearance creates a positive reflection on the employee as well as the University and the department. Clothing and grooming should be appropriate for your particular work environment. Safety precautions should receive primary consideration.

This does not impact the student workers although they do need to be well-groomed and dressed appropriately.

## General Dress Guidelines

Looking clean and crisp is essential for a professional look. How we look determines how we are perceived and treated by others. Good appearance benefits us individually; good appearance also benefits those we encounter in other business situations. The overall effect is more important than specific adherence to a set of dress rules. However, TTU Business Office has established the following dress guidelines upon the recommendations of employees regarding appropriate dress. **(Coming soon: In addition, employees have developed a reference chart and provided pictures to assist you in understanding the appropriate dress.)** These are intended to be used as guidelines; however, your specific work environment dictates the appropriate attire.

The key to dressing successfully is the use of common sense and good judgment. If you question the appropriateness of any attire, it should not be worn to work.

All employees may wear more casual attire on Friday. Casual Friday attire may include clean jeans in good condition, casual pants/capris, Bermuda shorts, or tailored shorts. Jeans that are frayed, patched, or extensively faded are not appropriate. Again, the key to dressing successfully is the use of common sense and good judgment. Fridays may not be considered as a “grunge” day.

During unusual inclement weather, such as snow and ice, dress exceptions may be appropriate.

As part of professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors are offensive. Many fragrances can aggravate some people with allergies.

Jewelry and other body adornments including tattoos should be appropriate and in keeping with a professional image.

If an employee’s attire or appearance is unsuitable, s/he may be asked to return home to change before resuming regular duties. The use of accrued annual leave is appropriate for such absences.

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In keeping with a professional image, reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible.

The supervisor of each area will monitor dress guidelines compliance. Each supervisor is responsible for notifying other supervisors when questions arise concerning dress outside their immediate area. In the event of continual disregard of dress guidelines, such concerns should be brought to the attention of the Vice President.

As a reminder, employees are not allowed to wear halter or midriff tops, tops with back exposure, beachwear, extremely low rise pants, spandex or form fitting attire or house slippers. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. Shirts may not display alcohol, tobacco products, offensive words, offensive pictures, or offensive logos.

Periodically, we will revisit these guidelines to ensure they meet our needs in providing a professional appearance. If you feel that a review is necessary, please let your supervisor know. Times change and so do clothing styles.

### **The Office Environment**

TTU Business Office supports business casual attire. Business casual is crisp, neat and should look appropriate even for a chance meeting with the President or outside visitors. It should not look like cocktail party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy. An employee's supervisor may adjust the level of dress required depending upon the employee's level of position or activities required of the job.

Employees are not allowed to wear halter tops, beachwear, garden wear, jeans/casual shorts, overalls, spandex and form fitting attire, gym wear, or house slippers. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week.

When an employee's workday involves a lot of moving or lifting of materials, bending, filing, or working in confined spaces, a more casual appearance is appropriate. This is referred to as "Manual Work Day."

When choosing the attire, please keep in mind that visitors may be in the building or unexpected meetings may occur, and employees should project a professional demeanor.

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		Acceptable	Unacceptable	Exceptions
				Friday/No Students
<b>Tops</b>				
	Banded collar sport shirts	X		
	Casual shirts w/collars	X		
	Halter tops/midriff tops		X	
	Polo/Henley/Golf shirts	X		
	Sweaters	X		
	Turtlenecks	X		
	Short/long sleeve dress shirts	X		
	Short/long sleeve blouses	X		
	Sleeveless blouse*	X		
	Spaghetti strap tops*	X		
	Tank tops*	X		
	Sweatshirts**		X	X

\* Form fitting shirts may not gap open. Spaghetti strap dresses/tops as well as tank tops (with less than 2" straps) must be covered by a blouse, jacket or sweater at all times. Tops may not show the **midriff, back or cleavage** while sitting, standing and/or reaching. **(Be aware of the view of those standing by you and of those on the other side of the counter)**

\*\*Sweatshirts may be worn on Fridays or days when students are not on campus. Sweatshirts and t-shirts must not display offensive wording, profanity or advertise alcohol or tobacco products and must be clean, in good condition and properly fitted.

<b>Bottoms</b>				
	Capri/Crop pants	X		
	Dress Slacks	X		
	Dress Skorts*	X		
	Dresses**	X		
	Skirts**	X		
	Denim Dresses**, Skirts and Jackets	X		
	Denim Jeans***		X	X
	Khakis/Dockers type/Casual slacks	X		
	Overalls, Spandex, Sweatpants, Wind suits		X	
	Dress/Bermuda/Tailored Shorts	X		
	Casual/jeans shorts		X	
	Cocktail Party/Nightclub attire		X	

\*Must **not** resemble shorts from behind and must be an acceptable skirt length - 2" above knee **at most**.

\*\*Dresses/Skirts/proper Shorts must be 2" above knee or longer.

\*\*\*Jeans may be worn on Fridays or non-student days only and must be clean and in good condition.

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**Proper undergarments must be worn beneath clothing**

>	Footwear must be clean, in good condition and properly fitted.
>	To maintain a professional appearance, personal hygiene/grooming should be carefully maintained.
>	Excessive body odors are offensive.
>	If an employees' attire or appearance is considered unsuitable, he/she will be counseled and may be asked to return home to change before resuming regular duties while using annual leave.
>	If there is a second offense the employee will be written up as well as sent home to change and may be forced to take the day off while using annual pay. This will be documented in the employees' personnel file.
>	The key to dressing successfully is the use of common sense and good judgment. If you question the appropriateness of any attire, it should not be worn to work.