



HUMAN RESOURCES POLICY MANUAL

Topic: PROFESSIONAL APPEARANCE POLICY	Policy #: 119.00	
Version: 1.0	Effective Date: 4/30/2002	Page 1 of 1

PURPOSE:

The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. The University recognizes that different applications of this policy may be necessary depending on the degree of customer contact, nature of work and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of management.

POLICY:

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees should follow departmental guidelines in regard to professional dress standards. The University is confident each employee will use his or her best judgment in following acceptable cleanliness and dress standards. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms.

If an employee is requested by management to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.