

80-17 Employee Dress Code

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1. **Purpose.** The purpose of this policy is to ensure that employees dress in a manner that projects the professional image of the University.
2. **Policy.** The general policies and procedures in furtherance of the foregoing purpose are as follows:
 - A. Individual departments may vary in their required dress expectations depending on job responsibilities.
 - B. The department supervisor, in consultation with the executive administrator, will be responsible for conveying appropriate standards of dress for employees, including students.
 - C. The area executive administrator is the ultimate authority on appropriate dress standards if a disagreement occurs.
3. **Appropriate Attire**
 - A. All employees are expected to wear clothing that is clean and free of wrinkles, holes, frays and offensive words or images.
 - B. Student employees may wear a shirt, blouse, sweater, ENMU polo or t-shirt; dress slacks, khakis, chinos or denim pants, shorts of conservative length, or a skirt/dress of conservative length; boots, deck shoes, open-toed shoes, sandals or sneakers.
 - C. In some offices, staff and student employees' attire will be set by the manager, which may include a uniform ENMU shirt with office designation and black slacks, khakis or other appropriate wear with footwear appropriate to the work or uniform.
 - D. Normally, staff should wear a dress shirt, blouse, sweater or ENMU polo; slacks, khakis or chinos, or dark-colored denim pants or skirt/dress of a conservative length; dress shoes with dress socks, close-toed or open-toed shoes appropriate to the attire. Neckwear, accessories, jacket/blazer or suit are option. On occasion, more formal attire may be required during formal events or presentations.
4. **Disputes.** Any questions or conflicts as to what is considered appropriate attire that cannot be handled to the employee's satisfaction by his/her supervisor or executive administrator should be referred to the Office of Human Resources for advice to resolve the situation.

Approved in concept by the Board of Regents on May 10, 2002.
As amended, approved by Board of Regents on September 7, 2006.
Approved by the Board of Regents, December 13, 2019.