

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	<b>EMPLOYEE CONDUCT - PERSONAL APPEARANCE/DRESS CODE POLICY</b>				

## 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

University Employee Policy

## 3.0 POLICY

The University is a public institution and the personal appearance of employees, as well as the appearance of their work areas, affects the image Missouri Southern presents to students and visitors.

Employees are expected to maintain an appropriate appearance that is professional, neat and clean, as determined by the requirements of the area in which they work. Dress and appearance should not be offensive to students, other staff or members of the public. Supervisors may specify additional reasonable requirements appropriate for the operation of the department. If you have questions as to what constitutes proper attire, please consult with your supervisor.

There are areas of the campus where employees may wear jeans and work shirts every day because of the nature of their work, including areas such as Grounds, Custodial, Building Maintenance, and Office Services. Employees in these areas are also expected to comply with the dress code expectations regarding being neat, clean and not offensive or distracting to others. Examples of inappropriate garments could include, but is not limited to, torn and frayed jeans or work pants, sleeveless t-shirts, or shirts that have holes, tears or is obviously well worn.

MSSU believes in giving each employee the freedom to express him or herself by being able to choose the style, color, and fashion of the attire he or she wears, within the stated guidelines of this policy. In deciding what attire is professional or business-like, employees should keep in mind the personal image they create, as well as the public image of MSSU. We are proud to share a common goal of having a positive, productive, and safe work environment. Our appearance should reflect our pride.

Unless otherwise notified, Fridays of each week are Spirit Days. On this day, it is acceptable to wear denim jeans or skirts along with MSSU logo apparel or colors. Other days that denim jeans are appropriate may be designated by the University. If the activities in an area make the wearing of denim jeans or skirts and MSSU apparel inappropriate, then it is within the authority of the supervisor of that area to require normal apparel to be worn on that day.

A personal interest should also be taken to ensure that work areas are kept neat and orderly.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**