

Purpose

The purpose of this policy is to establish basic guidelines for employees regarding appropriate business casual wear during specific periods of time during the calendar year designated as casual days. It is applicable to all employees, inclusive of student employees, of the University.

Authority, Responsibility, and Duties

The policy is issued by the Office of Human Resources pursuant to authority granted by the President of the University. Responsibility for interpretation of this policy is with the Associate Vice President for Human Resources. This policy is effective immediately. All employees are responsible for adhering to this policy.

Definitions

Casual Business Wear: Dress that is relaxed from the suits and hose for women and suits, shirts and ties for men in the work environment.

Casual Days: The period of time at the University that begins with the Monday following Spring Commencement and ends with the Friday before Fall Opening Conference. Fridays may also be designated as casual days by departments.

Policy Statements

It is Virginia State University's policy to allow employees to take advantage of a casual, relaxed dress code (casual business wear) during specific periods of time during the calendar year designated as casual days. This policy permits a more practical, comfortable clothing standard for University employees during summer months. Summer business casual attire will begin on the first Monday following the University's Spring Commencement and end on the last Friday prior to the Monday of Fall Opening Conference.

Employees' summer business casual attire must be in good taste and positively reflect the University's image. Supervisors are responsible for determining whether their employees are appropriately dressed for their work environment and position duties. Employees should assume that meetings with the public, community and/or in formal settings would require normal business attire.

Procedure

The University adheres to the following guidelines for Summer Business Casual Attire.

Questions about the appropriateness of an employee's attire will be decided by the supervisor and the Associate Vice President for Human Resources or his/her designee.

The following guidelines apply to summer business casual wear for men and women:

Women

Shirts: short sleeve and sleeveless blouses with or without collars

Inappropriate Shirts: halter tops, sheer tops and revealing attire such as bare midriffs

Slacks: full length, Capri and cropped pants of a non-jean material (chino, khaki, cotton, linen slacks)

Inappropriate Slacks: blue jeans, short shorts, Bermuda shorts, leggings, spandex, bib overalls and sweat pants of any material

Dresses and Skirts: casual dresses and skirts at or below knee length or not shorter than four inches above the knee

Inappropriate Dresses and Skirts: skirts shorter than four inches above the knees, spaghetti-strap dresses without jacket, mini-skirts, strapless sundresses without a jacket

Shoes: dressy sandals (inclusive of hard sole thong style), open-toe shoes

Inappropriate Shoes: flip-flops, slippers, athletic shoes (athletic shoes permitted for athletic staff, employees walking to/from buildings, across campus or on clean-up days).

Men

Shirts: mock collar shirts or short sleeve shirts

Inappropriate: tank tops, sweatshirts, or T-shirts

Slacks: khaki and/or chino

Inappropriate slacks: blue jeans, shorts, or overalls

Shoes: Men's dress sandals or loafers

Inappropriate shoes: thongs, flip-flops, athletic shoes (athletic shoes permitted for athletics staff, employees walking to/from buildings or across campus or on clean-up days).

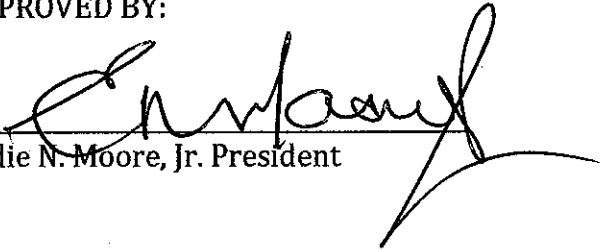
Virginia State University
Policies Manual

Title: Summer Business Casual Attire

Policy: 7062

APPROVED BY:

DATE


Eddie N. Moore, Jr. President

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