

College of Veterinary Medicine and Biomedical Sciences Policy

Title: Office of the Dean and Finance and Strategic Services Dress Code Policy

Policy ID: ADM002-2010

Effective Date: July 1, 2010

New Policy **Revisions of Existing Policy** **Other: Reformat of existing policy into new template**

1. Policy Purpose

Employees in the CVMBS Dean's Office and the Finance and Strategic Services (F & SS) offices serve a variety of constituents both internal such as faculty, staff and students as well as external such as parents, donors and other distinguished guests. Clearly a welcoming and professional office is defined by more than just our interactions with those who we assist. Whether people come to your office or you meet with them in their office, our communication style, service and responsiveness encompass a professional environment. Additionally, our attire assists in defining who we are as a department. To that end, this dress code policy defines expectations for maintaining a professional appearance.

2. Application of Policy

This policy applies to all personnel whose home department is 1601 or 1602.

3. Exemptions

All exemption requests must be sent to the Dean in writing. Only the Dean can approve exemptions to this policy.

4. Definitions

None

5. Policy Statement

The Dean's Office and F & SS supports a "no blue jeans" approach to appropriate attire. Professional attire is defined as clean, pressed, collared shirts, polo shirts, sweaters and long pants for men and for women, shirts, knit tops and polo shirts, sweaters, capris that are professional looking, long pants, dresses or appropriate skirts. Shoes must be professional and clean; casual flip flops are not acceptable. Neckties for men are optional.

On generally announced "Ram" spirit days, collared college logo shirts or polo shirts can be worn in support of the academic environment. CSU logo t-shirts are not acceptable.

Tee shirts with or without graphics, tank tops, sweat pants, all types of shorts, excessively worn or soiled clothes, exposed navels and dresses/skirts that are too short to be professional are not acceptable.

All potential dress options cannot be fully encapsulated in a dress code policy. It is the responsibility of each supervisor to ensure that their staff maintains professional dress standards.

If an employee is found to be not complying with the dress code policy, they will be required to return home to change. The employee will utilize annual leave during the time they are out of the office.

There are times where business attire is not appropriate such as office moves or other such activity whereas an employee is required to enter areas of the college that are excessively dirty or dusty such as working above the ceiling tiles, cleaning out rooms or in areas associated with farm animals. During these times less formal attire such as jeans can be worn. However, for the most part, these needs are sporadic and not consistent.

In all cases, the supervisor in a unit or office shall exercise the judgment as to what shall comply with this policy. The supervisor on a case-by-case basis will handle issues regarding tattoos and body piercings.

The Dean has oversight and responsibility for this policy.

6. **References**

None

7. **Forms and Tools**

None

8. **Policy Review Process**

This policy will be discussed annually and will be updated as appropriate

Review and Approval

College Administrative Advisory Team: N/A _____
Date

Dean's Advisory Team: N/A _____
Date

Executive Council: N/A _____
Date

Approval: *Lance E. Perryman*
Lance E. Perryman, Dean – CVMBS

9/23/2011
Date