



## **SUMMER DRESS GUIDELINES**

In an effort to support a comfortable work environment during the hot summer months, the following summer dress guidelines have been developed for all non-uniformed personnel in the Facilities Management Services Division.

Current academic-year dress guidelines provide for “Professional Dress” on Mondays through Thursdays, and “Casual Dress” on Fridays. The guidelines herein provide for a relaxation of the Professional Dress guidelines for the summer period -- defined as the period between Memorial Day & Labor Day – during which “Business Casual Dress” will be permitted Monday through Thursday (“Casual Fridays” would remain unchanged.) At the end of summer (i.e. Labor Day), the dress guidelines will revert to Professional Dress on Monday through Thursday, with “Business Casual Dress” permitted on Fridays.

Of course, Professional Dress is *always* appropriate and allowable, and this policy only defines an alternative to Professional Dress should employees wish to participate.

Exception to the use of this guideline includes those areas that require uniforms for staff and student assistant employees. If there is a compelling reason that an employee requires a special exception to the guideline – such as a medical condition requiring the wearing of athletic footwear – such exceptions may be extended by the employee’s department head. As always, consideration is given to individuals who must wear certain items of clothing as a requirement of their religious faith (such as head coverings).

- **“Business Casual” guidelines for men:**

Shirts: Any collared or turtleneck shirts  
Pants: Dress slacks or Khakis  
Shoes: Dress or casual shoes

- **“Business Casual” guidelines for women:**

Shirts: Blouses and shirts with or without collars or turtleneck shirts  
Pants: Dress slacks or Khakis (Dresses /skirts are considered professional dress)  
Shoes: Dress or casual shoes

- **“Business Casual” guidelines do *not* include the following:**

- Athletic shoes
- Backless shirts
- Bandanas
- Bare midriffs
- Hats / Ball caps
- Cargo pants
- Denim
- Flip Flops
- Jogging suits / sweat pants
- Leggings
- Mini-skirts
- Muscle shirts
- Overalls
- Revealing tops
- Shorts
- Spaghetti straps
- Tank tops
- Tee shirts