



## 45.001: Summer Business Casual Attire

**Responsible Executive:** Vice President for Finance and Business

**Responsible Office:** Human Resources

**Related Policy:**

**Approved-On Date:** June 18, 2003

**Effective Date:** June 18, 2003

**Revision Date:** June 9, 2004

### Policy Statement

It is Norfolk State University's policy to allow office employees to take advantage of a more casual, relaxed dress code (casual business wear) during specific periods of time during the calendar year designated as casual days.

### Purpose

This policy establishes basic guidelines for office employees regarding appropriate business casual wear during designated casual days. It defines appropriate business casual wear for University employees and the specific time period for business casual wear during the calendar year.

### Procedure

This policy permits a more practical and comfortable clothing standard for University employees during the 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 first day of classes for the Fall Semester. 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.

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

#### Women:

**Shirts:** short sleeve blouses with or without collars

**Inappropriate Shirts:** halter tops, sheer tops

**Slacks:** chino, khaki, cotton slacks, culottes,

**Inappropriate Slacks:** blue jeans, short shorts, leggings, spandex, bib overalls

**Dresses and Skirts:** casual dresses and skirts at or below knee length or no shorter than four inches above the knees.

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

**Shoes:** dressy sandals, open-toed shoes

**Inappropriate Shoes:** thongs, sneakers, flip-flops, slippers, athletic shoes (athletic shoes permitted for athletics staff, employees walking to/from the building or across campus, and on clean-up days)

## **Men**

**Shirts:** golf shirts, dressy shirts with no collar, short sleeve shirts

**Inappropriate shirts:** tank tops, sweatshirts, T-shirts

**Slacks:** khaki and/or chino, dress pants

**Inappropriate slacks:** blue jeans, shorts of any kind, overalls

**Shoes:** Men's dress sandals, loafers

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