



## SUMMER BUSINESS CASUAL ATTIRE

**Policy Title:** Summer Business Casual Attire

**Policy Type:** Administrative

**Policy Number:** Administrative Policy # 10-01 (2014)

**Approved:** 06/18/2003

**Responsible Office:** Human Resources

**Responsible Executive:** Chief of Staff

**Applies to:** University Employees

### POLICY STATEMENT

Norfolk State University expects all employees to project a professional image at all times. The University has established a policy to allow office employees to take advantage of a more casual, relaxed dress code, i.e., casual business wear, during specific periods during the calendar year which are designated as Summer Business Casual days.

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### DEFINITIONS

*None*

### CONTACT(S)

The Office of Human Resources officially interprets this policy. The Chief of Staff is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) Creating and Maintaining Policies](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Human Resources.

## **STAKEHOLDER(S)**

University Community

## **SUMMER BUSINESS CASUAL DAYS AND DRESS**

This policy establishes basic guidelines for Norfolk State University employees regarding appropriate business casual wear during designated casual days. The policy defines appropriate business casual wear for University employees and identifies specific time period(s) for wearing business casual wear during the calendar year.

This policy permits a more practical and comfortable clothing standard for University employees during the summer months. Summer Business Casual Attire begins 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.

Employee 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 traditional business attire.

This policy cannot address every conceivable clothing option, therefore employees are expected to use some judgment and follow their supervisor's guidance regarding questionable dress. Employees with specific uniform requirements are not covered by this policy. Employees deemed to be dressed inappropriately may be asked not to wear the questionable item again or sent home to change clothing. Employees who flagrantly disregard this policy will be subject to disciplinary action. The following apply to summer business casual wear for men and women:

### ***Women***

#### **Blouses**

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

**Inappropriate:** halter tops, sheer tops, t-shirts

#### **Slacks**

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

**Inappropriate:** blue jeans, shorts of any kind, leggings, spandex, and bib-overalls

#### **Dresses and Skirts**

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

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

#### **Shoes**

**Appropriate:** dressy sandals, open-toed shoes;

**Inappropriate:** thongs, sneakers, flip-flops, slippers, athletic shoes.

Note: athletic shoes are permitted for athletics staff, employees walking to or from buildings or across campus, or on clean-up days.

### ***Men***

#### **Shirts**

**Appropriate:** golf shirts, dressy shirts with no collar, short sleeve shirts **Inappropriate:** tank tops, sweatshirts, T-shirts

#### **Slacks**

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

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

#### **Shoes**

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

**Inappropriate:** 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)

### **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the Division's SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 05/10/2021
- Approval by, date: President's Cabinet, 06/18/2003
- Revision History: 06/18/2003; 06/09/2004, 03/13/2017
- Supersedes: Policy No. 45.001 Summer Business Casual Attire Policy

### **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

### **FORMS**

*There are no forms associated with this policy and procedures.*