Office of Human Resources & Equal Opportunity

Dress Code FAQs – Updated January 2016

These FAQs apply to ALL University staff and are subject to update or modification from time to time at the sole discretion of the University.

May I wear low-riding, saggy or hip-hugger pants to work?
No. Pants (including jeans) that are low-riding, saggy or hip-hugging styles should not be worn to work.

May I wear leggings, jeggings or yoga pants to work?*
No. Leggings and yoga pants are not considered acceptable dress for employees in a professional/office setting. Leggings may not be worn as pants but may be worn with a dress (not a blouse).

May I wear a warm-up suit or track suit to work?*
No. Warm-up suits and track suits are not considered an acceptable form of dress for employees in a professional/office setting.

May I wear sweatshirts to work?*
No. Sweatshirts are not considered acceptable for employees in a professional/office setting.

May I wear hats, baseball caps and/or toboggans at work?*
No. Hats, baseball caps and toboggans are not considered acceptable accessories for employees in a professional/office setting.

May I wear jean capris on “spirit day” or “dress-down” Fridays?*
Yes. You may wear “office-acceptable” jean capris provided the length is mid-calf. In keeping with University policy PRES-108 Spirit Day/Dress-Down Day Dress Codes, jean capris must be dark or colored denim that is NOT distressed, cut off, ripped, stonewashed, paint-splattered, skintight, excessively baggy, sequined, bedazzled, faded or frayed, and that does not contain cutouts or patchwork.
Jeans at work – what is acceptable?

<table>
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<th>Acceptable</th>
<th>Not Acceptable</th>
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<tbody>
<tr>
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<td>Velvet/Velour Jeans</td>
<td>Sequined Jeans</td>
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<td></td>
<td>Printed Denim</td>
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May I wear other items made of denim?

Other items made of denim such as button-down shirts, blouses, dresses or blazers are acceptable provided they are neat and professional in appearance.

May I wear shorts to work?*

No. Shorts are not considered acceptable dress for employees in a professional/office setting.

May I wear “skorts” to work?

No. Skorts (skirted shorts) are not considered acceptable dress for employees in a professional/office setting.

May I wear T-shirts to work?

No. Casual T-shirts with or without potentially offensive words, terms, logos, pictures, cartoons or slogans are not permitted. CCU golf shirts with logos are acceptable.

What is the definition of a “blouse” which may be worn on “dress-down” Fridays (last Friday of the month)?

A blouse is considered to be a top that is suitable for a professional/office setting. A blouse is not considered to be a T-shirt or tank top unless worn under another blouse, shirt, jacket or dress. An acceptable blouse can be sleeveless. Cropped tops are not acceptable.

If I am uncertain if what I am wearing is appropriate, what should I do?

If you are uncertain, ask your supervisor for clarification (preferably before you wear the item to work). Keep in mind that your supervisor can send you home to change if he/she determines that what you are wearing is inappropriate. As a general rule, it is best not to wear something if you think it could be considered inappropriate at work.

*Not generally permissible in a professional/office setting. Exception may be granted if the item is part of a departmental uniform or is customary based on the nature of work performed. This designation will be made by the department head.