



Office of Human Resources & Equal Opportunity

Dress FAQs – Updated March 2015

[This FAQ applies to ALL University Staff and it may be updated or modified from time to time at the sole discretion of the University.](#)

Can I wear low-riding, saggy or hip hugger pants?

No. Pants (including jeans) that are low-riding, saggy or hip hugging styles should not be worn at work.

Can I wear leggings, jeggings or yoga pants to work? *

No. Jeggings 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 blouse).

Can 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.

Can I wear sweat shirts to work? *

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

Can 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.

Can 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 the University policy PRES-108, jean capris must be dark or colored denim that are **NOT** distressed, cut off, ripped, stonewashed, paint-splattered, skintight, excessively baggy, sequined, bedazzled, faded or frayed, and does not contain cutouts or patchwork. Refer to PRES-108 policy.

Jeans at work – what is acceptable?

Acceptable	Not Acceptable
Dark Denim	Denim Leggings/Jeggings
Straight Leg	Distressed Denim
Boot Cut	Cutoff Denim
Denim Trousers	Denim with Cutouts
Corduroy	Bedazzled Denim
Colored Denim	Denim Shorts
Wide Leg/Sailor Jeans	Paint-splattered Jeans
Narrow/Skinny Jeans	Skintight Jeans
Velvet/Velour Jeans	Sequined Jeans
	Printed Denim

Can I wear other items made of denim?

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

Can I wear shorts to work? *

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

Can I wear "skorts" to work?

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

Can 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 to be 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.***