Office of Human Resources & Equal Opportunity
Dress Code FAQs – Updated October 2017

*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. 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 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 a fleece jacket or vest at work?*

In general, wearing a fleece jacket or vest at work is not permissible in a professional/office setting. However, if the interior office temperature is such that wearing a warmer garment is necessary, an employee may do so with the approval of his/her departmental supervisor. In such a case, the fleece must contain a CCU logo or the logo of the employee’s current department. A fleece must be neat in appearance and accompanied by a collared shirt.

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.

May I wear tennis shoes/sneakers to work?

Tennis shoes/sneakers may only be worn by employees in a professional/office setting on designated “CCU Spirit Days” and “Dress Down Days”.

May employees wear costumes to work on Halloween or CCU Spirit Events?

The allowance of costumes at work is at the discretion of the Department Head/Chair. If such allowance is granted, costumes must be appropriate for the workplace and compliant with all CCU policies.

Jeans at work – what is acceptable?

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark Denim</td>
<td>Denim Leggings/Jeggings</td>
</tr>
<tr>
<td>Straight Leg</td>
<td>Distressed Denim</td>
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<tr>
<td>Boot Cut</td>
<td>Cutoff Denim</td>
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<tr>
<td>Denim Trousers</td>
<td>Denim with Cutouts</td>
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<td>Corduroy</td>
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<td>Colored Denim</td>
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<td>Wide Leg/Sailor Jeans</td>
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<tr>
<td>Narrow/Skinny Jeans</td>
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<tr>
<td>Velvet/Velour Jeans</td>
<td>Sequined Jeans</td>
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</tbody>
</table>

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.

*Not generally permissible in a professional/office setting. Please note the following:

- An 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.
An exception may be granted if an employee is performing duties at special events held outdoors, provided such attire (e.g. shorts) is appropriate for the event and there is not a safety concern. This exception is limited to the period the employee is involved with the event. The employee must change before returning to regular office activities.

An exception for medical reasons requires approval from the appropriate department head and HREO.

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.

Do I have to cover my tattoos at work?

Tattoos that are inappropriate for a workplace; are deemed unprofessional in nature; display content or images that are inconsistent with any CCU policies; and/or are offensive or distracting, should be covered. Determination of appropriateness will be made by the supervisor or department head.

Can I wear piercings at work (other than earrings)?

Piercings (including embellishments) that are inappropriate for a workplace; are deemed unprofessional in nature; that are inconsistent with any CCU policies; and/or are offensive or distracting, should not be worn at work. Determination of appropriateness will be made by the supervisor or department head.
*Not generally permissible in a professional/office setting. An 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. An exception for medical reasons requires approval from the appropriate department head and HREO.

This document is intended to provide general information. It is not a contract and may be updated or modified in whole or in part by the University at its’ sole discretion. Employees are encouraged to review the prevailing policy or other source documents (e.g. faculty manual, PEBA materials, regulations, etc.). For assistance, please contact HREO at 843-349-2036 or email hr@coastal.edu.