University Policies and Procedures

7-6.20 - STANDARDS OF DRESS

Purpose

Towson University has established implementing procedures for employees for standards of dress at Towson University.

General

I. Each employee represents the University when interacting with students, visitors, and other employees. The University expects employees to report to work clean, neat, and dressed appropriately for their job.

II. Departments may establish additional non-discriminatory appearance standards based on operational needs and should communicate these standards to employees. Factors to consider may include the work location, the physical requirements of the job, and health/safety practices. Departments that require uniforms should explain the uniform policy to employees during department orientation.

III. Athletic shoes, shorts, sweat pants, sweat suits, non-collared shirts, jeans (any type) or tee shirts are considered inappropriate for office wear, unless they are related to one’s job.

Business Casual Dress

I. Offices may adopt Business Casual Dress on Fridays throughout the year.

II. From Memorial Day through the Saturday before Labor Day, offices may observe Summer Business Casual Dress.

III. Those offices choosing to adopt Business Casual Dress should establish non-discriminatory guidelines for employees during special internal or external activities or events at which employees represent the University.

III. Suggested business casual attire would include collared shirts without ties, dress slacks and polo shirts for men; blouses, skirts, pants, and dresses for women.
Contact

Contact the Office of Human Resources’ HRIS, Leave, and Attendance Unit at 410-704-6022 for more information.

Responsibility: Associate Vice President of Human Resources
Authorization: 
Date: 
Effective Date: 6/24/04