

Louisiana State University

Office of Facility Services

Operating Instruction 3202

Revision: 8
Effective Date: December 1, 2010
Page 1 of 3

SUBJECT: ADMINISTRATIVE, CLERICAL AND PROFESSIONAL DRESS CODE

I. General

- A. This operating instruction applies to all administrative, clerical and professional staff members in the Office of Facility Services. Student workers shall also dress in an appropriate manner.
- B. Employees are expected at all times to present a professional, businesslike image to the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- C. Employees should not wear suggestive attire, athletic clothing, shorts, T-shirts, baseball hats, and similar items of casual attire that do not present a businesslike appearance.

II. Male Employees

- A. **Dress Shirts-** Shirts will consist of a collar, button up front, short or long sleeves and can be a solid color or print. Shirts must be buttoned and tucked into pants. All but the top button must be buttoned. Sleeves must not expose undergarments.

- B. **Pullover or Polo/Golf Style Shirts-** Shirts will consist of a collar, button up front, short or long sleeves and can be a solid color or print. The material shall be of a heavy cotton or cotton blend material. No T- shirts (solid, slogan or advertising) or tank tops will be allowed. Polo or golf style shirts with the LSU logo are allowed. Shirts must be tucked into pants. All buttons, with the exception of the top button, must be buttoned. Sleeves must not expose undergarments.
- C. **Pants-** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and other dress pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, shorts, bib overalls, or other form-fitting pants such as people wear for exercise or biking.
- D. **Footwear-** Conservative athletic shoes, walking shoes, dress shoes, oxfords, loafers and boots are acceptable for work. Rubber flip-flops and slippers are not acceptable.
- E. **Jeans –**When employees do not have scheduled meetings on campus or in their office or on a day when they must visit a job site, move furniture or boxes, or perform any other manual labor, they may wear jeans to work. The jeans must be neatly pressed dress jeans in a dark blue or other color. Jeans cannot be faded, frayed or have holes in them. Jeans must fit properly. If the jeans have belt loops, a belt must be worn. They must be paired with appropriate footwear and shirt as outlined in this OI.

III. Female Employees

- A. **Shirts/Blouses-** Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Suit jackets are also acceptable attire for the office. Inappropriate attire for work includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Shirts with an LSU logo are acceptable.
- B. **Pants/Slacks-** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and other dress synthetic pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants.

- C. **Dresses, Skirts and Suits-** Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Mini-skirts and skorts are inappropriate for the office.
- D. **Shoes and Footwear-**Conservative athletic or walking shoes, loafers, clogs, boots, flats, dress heels, dressy sandals and leather deck-type shoes are acceptable for work. Rubber flip-flops and slippers are not acceptable in the office.
- E. **Jeans** –When employees do not have scheduled meetings on campus or in their office or on a day when they must visit a job site, move furniture or boxes, or perform any other manual labor, they may wear jeans to work. The jeans must be neatly pressed dress jeans in a dark blue or other color. Jeans cannot be faded, frayed or have holes in them. If the jeans have belt loops, a belt must be worn. They must be paired with appropriate footwear and shirt as outlined in this OI.

IV. Conclusion

- A. Each supervisor shall be held accountable for ensuring that employees are aware of and understand this instruction. They are to report violations to department heads and the Facility Services HRM office. They must correct violations as necessary, including sending an employee home without pay until they return in appropriate dress.
- B. Supervisors must discipline employees in accordance with the University's policy statement on discipline-Employee Discipline Procedures (PS-08).

[http://appl003.lsu.edu/ups.nsf/\\$Reference/59494A63760567C786256C250062AE87/\\$File/ps08Rev6.pdf](http://appl003.lsu.edu/ups.nsf/$Reference/59494A63760567C786256C250062AE87/$File/ps08Rev6.pdf)

- C. Department heads and/or assistant department heads shall ensure that the purpose and intent of this OI is adhered to and enforced.