



University of Science and Arts of Oklahoma

Dress Code Policy

Effective Date: 08/21/2023

Last Modified: 02/01/2025

Policy Overview

All University of Science and Arts of Oklahoma (USAO) employees are expected to wear attire that is appropriate for their job and work environment. Employees should present themselves in a neat, clean, and professional manner, ensuring that their appearance reflects the standards of the university. USAO employees frequently interact with other state agencies, the business community, alumni, donors, prospective students, and parents, and are expected to make reasonable efforts to project a professional public image.

This policy outlines the standards of dress expected at USAO to help employees maintain a professional appearance while at work or representing the university.

Procedures

- Employees should practice good personal hygiene, wear clothing that is clean, well-maintained, and appropriate for their work environment, and present a professional image when representing the university.
- Administration may approve exceptions for special events, spirit days, or certain work functions.
- Footwear should be appropriate for safety and comfort depending on the work setting, and unsuitable footwear should be avoided.
- Supervisors and the Human Resources department are responsible for determining, on a case-by-case basis, whether an employee's attire is considered unprofessional and addressing any concerns that arise.

Guidelines for Appropriate Attire

Below is a list of items that are not permitted while at work or representing USAO:

- Rubber flip-flops or similarly casual footwear
- Clothing with offensive or inappropriate graphics or language
- Overalls, sweatpants, pajamas, strapless tops, workout clothes, or jogging suits
- Hats or caps (unless medically necessary)
- Pants with holes, frays, or cuts
- Leggings (unless worn under an appropriate-length dress, skirt, or top; not as casual athletic wear)
- Halter tops, sheer or revealing clothing (e.g., bare midriffs, short skirts, tube tops)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Jeans (except on Spirit Fridays)
- T-shirts (except on Spirit Fridays)

Employees uncertain about the appropriateness of their attire should consult with their supervisor, manager, or the Human Resources department.

Enforcement

Supervisors are responsible for providing guidance on appropriate attire and ensuring employees adhere to the dress code. Employees who report to work in violation of this policy will be sent home to change into appropriate clothing and are expected to return promptly.

Exceptions

1. Maintenance, Grounds, and Physical Labor Staff:

Employees performing physical or outdoor labor may wear clothing that is appropriate for their tasks and worksite safety standards.

2. Athletics Coaching Staff:

Coaching staff who conduct indoor and outdoor practices may wear suitable athletic attire. Spirit wear may be worn when staffing student events where such attire is appropriate.

3. Medical or Religious Accommodation:

Exceptions may be granted for employees based on health conditions or religious beliefs. Employees requesting accommodation should have their request reviewed and approved by both their supervisor and Human Resources. USAO will make reasonable accommodations unless doing so creates undue hardship.

4. Spirit Fridays:

Every Friday, all university employees are encouraged to participate in "Spirit Fridays" by wearing USAO-branded spirit wear. Clothing must still be clean, neat, and presentable, free from stains, holes, or wrinkles. Spirit wear must also fit appropriately and not appear worn, faded, or stretched out.

*Jeans and T-Shirt are allowed only on Spirit Fridays.

Conclusion

This policy is designed to promote a professional atmosphere while allowing flexibility for specific roles and events. Employees are expected to follow these guidelines to ensure USAO maintains its professional image. Any questions or concerns regarding the dress code should be directed to the Human Resources department.