



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

BUSINESS CASUAL DRESS CODE POLICY

1. Business Casual Dress Code Policy

Objective

Kentucky State University has established the following Business Casual Dress Code Policy, which defines dress and grooming guidelines. The purpose of this policy is to promote a consistent, professional image throughout the university. Proper dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business and institutional image that the university presents to students, parents, alumni, and the public. Maintaining a professional, business like appearance is important to the success of the university.

Business Casual Guidelines:

- Acceptable Business Casual Attire includes, but is not limited to slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, or sweaters. Clothing and shoes must be neat and clean.
- Unacceptable attire includes, but is not limited to tee shirts; sweat pants, shorts, sweatshirts, or workout attire; cutoffs; beach attire; halter and spaghetti strap dresses, tank tops, miniskirts, short skirts, spandex and Lycra; dresses or skirts that are excessively short; clothes that are too tight, too small, sheer or clothing that otherwise is revealing, distracting, or provocative; and tennis shoes, flip-flops, beach shoes or slippers.

Departmental Exception Guidelines:

“Exception Personnel” are whose job duties require that they wear nonbusiness attire in the workplace.

Exception Category Personnel include, but are not limited to, physical education staff, coaches, lab technicians, agricultural field workers.

Uniform Personnel such as Public Employees Safety Officers are exempt from this policy. Other departments where a uniform is required, such as facilities, are exempt from this policy.

Casual Friday (Green and Gold Friday)

As a benefit to our employees, Fridays are Green and Gold Friday. The following are examples of clothing that are acceptable; Kentucky State University logo attire, khakis, jeans free of frays, rips, and tears. casual slacks, polo shirts or other shirts with collars. At all times, clothing should be clean and neat.

Non-discrimination Policy

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws or hinder the advancement of diversity at the university. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.

2. Entities Affected

Campus Community

3. Policy Owner/Interpreting Authority

Office of the President

4. Related Policies

Faculty/Staff Handbook

5. Statutory or Regulatory References