Dress Code Guidelines

CEAT Dean’s Office Employees

Employees in the College of Engineering, Architecture, and Technology are in a high profile area. It is important to present a professional image. We routinely meet and interact with guests, university administrators and professionals. We should hold ourselves to a higher standard because of the high visibility and variety of interaction with people. The CEAT Dean’s Office is defined as Dean’s Office, Academic Affairs, Research and Sponsored Programs, Support Services and Office of Outreach and Extension.

A neat, well-groomed professional appearance creates a positive reflection. Clothing and grooming should be appropriate for your particular work environment. As part of a professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors may be offensive. Many fragrances may be offensive or harmful to some people with allergies. Please keep this in mind.

A supervisor may adjust the level of dress required depending upon the employee’s position or activities required of the position. Employees should consult their supervisor regarding any dress code requirements specific to their area. The supervisor of each area will monitor dress guidelines compliance. Contact the individual’s immediate supervisor if questions arise regarding dress code.

If an employee’s attire or appearance is unsuitable, he/she will be asked to leave their work station to change before resuming regular duties. Time away from work for this purpose will not be considered as time worked. The use of accrued annual leave or clocking out will be expected for absences to correct attire. Distracting or revealing clothing is not appropriate.

Unless otherwise notified, Friday of each week will be considered OSU Spirit/Pride Day. It is acceptable for employees to wear a shirt or blouse that displays OSU insignias in lieu of their regular professional apparel. The slacks, skirts and jeans worn with spirit apparel should still be professional and appropriate for the area where they work.

During unusual inclement weather, such as snow and ice, dress exceptions in footwear and attire may be appropriate.

**Appropriate**

Slacks

Dresses/Skirts (business length or longer, keep in mind the task assigned)

Sundresses can be worn with a sweater or jacket

Jeans (only on Spirit/Pride Day)

OSU T-Shirts, Sweatshirts & OSU Fleece (only on Spirit/Pride Day)

Tops (conservative necklines)

**Inappropriate**

Gym Clothes

Halter Tops/Tank Tops/Crop Tops, no spaghetti straps

Rubber or plastic flip flops

T-shirts that display inappropriate pictures and language

Hats –No baseball caps

Pants/jeans with holes or worn in a manner that reveals undergarments or skin

Spandex

Mini skirts

No leggings as pants

We will periodically revisit these guidelines to ensure they meet our needs in providing a professional appearance.

 Created by staff committee

Effective January 2016