

# Valparaiso University

## Work Attire Policy – Administration & Finance

All employees are expected to dress appropriately for the position they hold. All employees will abide by all health and safety rules relating to their specific assignments. (Example: hairnets for Dining Services workers)

The appropriateness of work attire shall be viewed within two (2) contexts. First, this is a Christian institution of higher learning. Second, employee dress should always be neat and professional in appearance, keeping in mind the impression made upon students, visitors and other employees. Each Department Supervisor shall be the final arbiter of the appropriateness of attire. However, the following are deemed inappropriate:

- ✓ Tank tops, tube tops, halter tops, body suits
- ✓ Cutoff shorts (Walking shorts may be permitted depending on department and type of work performed.)
- ✓ Cut, shredded, torn or patched clothing
- ✓ Bare midriff, bare back
- ✓ Excessively short, tight or revealing clothing
- ✓ Soiled, stained or odorous clothing
- ✓ Clothing that is transparent
- ✓ Text or graphic artwork on clothing containing offensive or inappropriate language or pictures
- ✓ Exposed body art (tattoos) that displays offensive or inappropriate language or pictures
- ✓ Excessively wrinkled clothing
- ✓ Sweat pants, spandex, and nylon shorts (except by department approval)
- ✓ Baseball caps (except by department approval)
- ✓ Accessories displayed in body piercings in places other than ears

The following applies only to employees who are required to wear uniforms as a condition of their employment:

1. Employees must wear their uniforms during work, unless they have received supervisory approval to wear different clothing. Employees will not mix uniform and non-uniform components (unless specific department rule necessitates mixing).
2. Employees must ensure that uniforms are cleaned and pressed.
3. On Valpo “spirit day” Fridays, employees will be considered in compliance and eligible for any discounts when they are in uniform.