



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Appearance Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

Business Casual Dress Code Policy

POLICY STATEMENT:

Kentucky State University (KSU) requires faculty and staff members to present a professional appearance to KSU faculty, staff, students, and visitors at all times. This policy establishes the appearance standards for all faculty and staff members, except those who are otherwise exempt.

DEFINITIONS:**Acceptable Attire**

Acceptable attire is defined as attire suitable for a business casual work environment. Acceptable attire includes but is not limited to:

- Slacks, business dress pants, khakis, and chinos
- Collared shirts such as button-down shirts and polo shirts
- Knee-length skirts and dresses

- Cardigans, blazers, and sport coats
- Suits
- Closed-toed shoes such as loafers, dress boots, pumps, and flats
- Simple accessories such as scarves, belts, and jewelry

Unacceptable Attire

Unacceptable attire is defined as attire that is not suitable for a business casual work environment. Unacceptable attire includes but is not limited to:

- T-shirts
- Sweatpants and jeans
- Shorts
- Sweatshirts
- Workout apparel
- Cutoff pants
- Halter tops and spaghetti-strap dresses
- Tank tops
- Miniskirts and short-length dresses
- Athletic shoes
- Flip-flops

PROCESS:

Employees are responsible for reading this policy and adhering to it. Supervisors are charged with ensuring that the employees they supervise adhere to this policy.

If a supervisor sees that an employee has worn unacceptable attire to work, he or she is expected to notify the employee.

Employees who violate this policy may be requested to return home and use vacation leave for unworked hours. Routine violation of this policy may result in disciplinary action up to and including termination of employment.

EXCEPTIONS:

Exempt Employees

Due to the nature of their jobs at KSU, some employees are exempt from having to follow all provisions of this policy. Such employees will be notified of appropriate exceptions by their supervisors. Exempt personnel include but are not limited to physical education staff, coaches, lab technicians, and agricultural field workers. Employees who believe they may be exempt from certain portions of this policy are encouraged to contact their supervisors and the Office of Human Resources (HR) for guidance.

Casual Fridays

Certain portions of this policy are waived on Fridays as a benefit to employees. On Fridays, employees are permitted to wear the following attire:

- T-shirts
- Jeans
- Sweatshirts
- Athletic shoes

Although the aforementioned articles may be worn on Fridays, such articles must be neat, clean, and free of any rips or tears.

Employees are encouraged to wear KSU's colors, green and gold, on Fridays.

RELATED POLICIES:

Established Work Rules

Vacation Leave Policy

Corrective Action Policy
