

University of Scranton Institutional Policy

Office of Human Resources

Executive Sponsor:
Office of Human Resources
Responsible Office:
Office of Human Resources
Originally Issued:

Employees are expected to dress appropriately for their work environment. The exercise of good judgement in attire and presentation of self is encouraged in accordance with the business and academic environment of the University.

This policy provides guidelines for acceptable attire according to the duties and responsibilities performed.

This policy applies to all University of Scranton staff and administration

www.scranton.edu/hr

[Staff and Administrator's Handbook](#)

Office of Human Resources: (570) 941-7767; hr@scranton.edu

Business Casual is a business casual dress code projects a professional appearance while experiencing the comfort of casual clothing.

The guidelines governing dress are as followed:

Administrators, Professional, Paraprofessional, and Clerical Staff

Business casual attire means clothing that allows staff to feel comfortable at work yet is appropriate for a professional office environment. Some examples of acceptable business casual clothing include: dress pants, khaki pants, dress capris, long or short-sleeved collared

or polo shirts, ties, blouses, loafers, dressy slip-ons, sport coat or blazer, sweaters, knit pullovers, dresses and skirts. Some examples of inappropriate attire for the work place include: jeans, shorts, mini-skirts, halter tops, workout attire, tee-shirts, leggings, yoga pants, sheer/see-through clothing, sweat-suits, flip flops, sneakers (unless medically necessary) and clothing that promotes drugs and/or alcohol or is sexually explicit in nature.

Facilities Operations' Staff should adhere to the uniform standards housed in the Facility Division's Standard Operating Procedure manual.

University Police

University Police should adhere to the uniform standards housed in the University Police department's Standard Operating Procedures manual.

Additional Information

Normal business attire may be required for certain events and activities. Also, the University may declare certain days or periods as casual dress days.

A department's determination to participate is based upon the staff's interaction with students, prospective students, their families and others. The final decision to participate is the responsibility of the department head with the approval of divisional management. Managers and supervisors are responsible for interpreting and enforcing appearance within their area of responsibility. If a manager deems a staff member's attire is not appropriate for work, through the consultation with the Office of Human Resources, the manager may send the staff member home to change and return to work.

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.