

# **Dress Code Policies**

The University Centers believes that the appearance of its employees sends a clear message to our customers about the quality of service they can expect. Therefore, the following dress codes shall apply to all employees:

Policy:

### **I)** General Guidelines

A) Condition of Clothing

Clothing must not be:

- 1) Ripped, torn, or contain noticeable holes
- 2) Soiled, stained, odorous or wet
- 3) Excessively wrinkled or loose fitting
- 4) Excessively short, tight, or revealing
- 5) Transparent enough to make underwear easily visible
- B) Specific Apparel Limitations
  - 1) Text and Graphic Artwork on Clothing
    - i) No clothes should be worn which include any text or graphic artwork other than the clothing manufacturer's logo or an official UCSD University Centers logo. Exceptions may be made for certain UCSD events at department supervisors' discretion.
    - ii) Clothing containing offensive language or artwork is not allowed.
  - 2) Head Gear
    - i) The only head covering permitted during work shifts are University Centers hats
    - ii) Hat visors or "bills" must face forward at all times
  - 3) Nametags
    - i) University Centers Nametags should be worn on the upper <u>right</u> side of the chest. Supervisors may authorize some positions/shifts to wear them attached to a lanyard worn around the neck.
  - 4) Shirts

All University Centers logo or department shirts must be tucked inside pants and/or skirts

- 5) Pants
  - i) No sweat, stretch or other athletic pants may be worn
  - ii) No athletic shorts may be worn
- 6) Shoes

Open-toed or open-heeled shoes are not allowed unless approved by the department supervisor

7) Jewelry, Piercings, Perfume and Body Art

- i) Department supervisors may require that visible jewelry, piercings, and body art (such as tattoos) be removed or covered for certain positions/shifts.
- ii) Excessively strong perfume or aftershave is not permitted

## II) Acceptable Types of Dress

Department Supervisors have the authority to require specific types of dress for their employees depending upon their job functions. For example, positions requiring routine contact with customers may be required to wear uniforms and/or nametags (supplied by the University Centers), or positions requiring rigorous physical tasks may be required to wear work boots.

The following three types of dress are considered acceptable work attire. Department supervisors shall determine which type is most appropriate for each position or work shift:

#### A) Casual Dress

Casual dress includes clothing such as: University Centers hat, University Centers nametag, skirts, shorts, jeans, slacks, t-shirts, tops, blouses, collared-shirts, sandals, sneakers, tennis shoes, dress shoes, work boots, etc.

#### B) Uniform Dress

Uniform dress includes clothing such as: University Centers hat, <u>University Centers logo/department shirt and nametag</u>, skirts, shorts, jeans, slacks, sandals, sneakers, tennis shoes, dress shoes, work boots, etc.

Note: Employees should be aware that they represent the University Centers whenever they wear their work hat, uniform or nametag – even if not at work. What you say and do with the uniform on reflects directly on your employer.

#### C) Professional Dress

Professional dress includes clothing such as: University Centers department nametag, Suit jackets, dress shirts/tops, ties, belts, skirts, blouses, dresses, dress pants/slacks, dress shoes, etc.

## I) Failure to Meet Dress Code Policies

Employees who fail to meet these policies and the dress code standards set forth by their supervisor may be required to comply before beginning their work shift. Continued violation may result in disciplinary action.