

# Employee Appearance

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## Purpose

While on the job, full-time employees are representatives of the Associated Students, Incorporated and should follow dress and personal grooming standards that are generally acceptable for student/staff contact in a university setting. To avoid the necessity of implementing a strict dress code, the ASI simply asks employees to exercise common sense in dressing conservatively, in good taste, and according to the requirements of their respective positions.

## Policy Statement

The Associated Students, Incorporated believes that the appearance of its staff is extremely important in establishing a positive image on- and off- campus and for setting a positive example for students. It is the policy of the Associated Students, Incorporated that all employees be professionally, neatly and appropriately attired for the work to be done. These rules apply to all employees, regardless of funding source.

## Who Should Know This Policy

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Budget Area Administrators      | <input type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors           | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors          | <input type="checkbox"/> Volunteers                 |   |

## Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Grooming	Care for one's own personal appearance. Keeping one's own personal appearance neat and clean.
Medical condition	A health-related physical condition that interferes with an individual's ability to perform one or more personal grooming routines on a regular basis
Uniform	A distinctive article of clothing or set of clothes worn to identify an individual's occupation or place of employment

## Regulations

### 1.0 Grooming

Personal grooming is the responsibility of each employee, both to prevent the spread of disease and to maintain a socially acceptable standard for personal interaction with others. Persons not meeting an acceptable standard for personal grooming should be privately counseled by the immediate supervisor, or referred to the Human Resources Office. Exceptions to personal grooming standards that are necessitated by a valid medical condition are permissible, but should be discussed with the immediate supervisor to prevent misunderstandings.

#### 1.1 Use of Fragrances

Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether in the workplace. Since some individuals are sensitive or allergic to strong fragrances, employees are expected to avoid creating an unhealthy or unpleasant environment for fellow employees or our customers. Supervisors should be alert to potential problems in this area and employees should confer with their supervisor if they perceive a problem.

### 2.0 Dress Standards

#### 2.1 Non-Student Staff

Although the ASI does not wish to dictate what constitutes acceptable attire for all employees in all departments, certain articles of clothing have been identified as incompatible with the goal of projecting a positive image. Accordingly, full-time employees should NOT wear the

following articles of clothing while on the job, unless called for by special occasions, such as Halloween.

#### 2.1.1 Prohibited Attire

The following attire is prohibited at all times, regardless of the occasion.

- Ripped or torn clothing
- Clothing with obscene or degrading graphics or comments
- Suggestive or revealing attire
- Clothing so tight that it restricts normal body movement

#### 2.1.2 Prohibited Hats

- Baseball caps
- Knit, or "ski" caps
- Novelty or costume hats, etc.

#### 2.1.3 Prohibited Tops

- Tube tops or tank tops (unless worn under other tops)
- Midriff, or "belly" shirts
- "See-through" or mesh tops
- "Muscle" shirts
- "Off the shoulder" tops
- Novelty t-shirts and sweatshirts (o.k. for casual days)

#### 2.1.4 Prohibited Bottoms

- Athletic or running shorts
- Spandex/lycra workout or bicycling shorts
- "Short" shorts or hot pants
- Swimming trunks or bathing suits
- Workout, jogging, or sweatpants
- Leotards or leggings (unless worn under other clothing)

### 2.1.5 Prohibited Footwear

- Beach sandals, or "flip-flops"

### 2.2 Casual Days

Fridays are designated as casual days on which full-time employees may dress in a less formal manner, such as wearing jeans instead of slacks, not wearing ties, etc. Employees are also free to dress casually during non-academic periods, such as Winter break and Spring recess.

### 2.3 Beach Pride Days

On days designated as Beach Pride days, employees are permitted and encouraged to wear CSULB and/or ASI emblematic attire that meets standards for cleanliness, neatness, modesty, and good taste.

### 2.4 Student Staff

Department supervisors shall determine what constitutes appropriate attire for student assistants employed in their department. Nonetheless, the general standards of dressing modestly, in good taste and according to the requirements of the position still apply.

If there are any questions as to what constitutes proper attire within a given department, the supervisor or department head should be consulted. In making a determination, the supervisor shall consider the following factors:

- The nature of the work
- Whether the dress is consistent with a collegiate environment
- Health and safety factors
- The nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work
- The employee's interaction with students
- The prevailing practices of other workers in similar jobs
- Any departmental guidelines for dress or appearance

### 2.5 Supervisor's Responsibility

If the supervisor determines that an employee's dress or appearance is inappropriate, the supervisor will counsel the employee regarding appropriate attire that is consistent with these regulations and will determine whether the employee is allowed to remain at work or must leave work to change his/her attire. Any failure to follow the supervisor's directive and/or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal. All such actions shall be documented using the Employee Counseling Action form.

### 3.0 Badges

The wearing of a name badge shall be required of full-time, part-time, and student assistant employees who routinely, as part of their position, interact with the campus public or are visible to the campus public in the University Student Union. All other employees are encouraged to wear a name badge. All staff will be issued an identification badge by the Human Resources Department upon employment. The original identification badge will be provided without charge. If a badge is lost, it is the employee's responsibility to notify his/her supervisor immediately and to replace the lost badge. There will be a \$5.00 replacement fee if a badge is lost. Badges will be replaced at ASI's expense if an individual's name legally changes, or if the employee's job title or department changes. Name badges must be worn above the waist, on the front of the body, and in a visible position.

### 4.0 Uniforms

There are often times when certain employees need to be easily recognized for safety, security, and service concerns. To adequately address these concerns, ASI shall require certain employees to wear uniforms. Uniforms will be determined based upon the need for employee identification and safety considerations. This regulation does not pertain to corporate attire to be used for special events or corporate spirit.

#### 4.1 Provision of Uniforms

ASI will determine which employees will be required to wear uniforms and issue each employee a reasonable number of uniforms or uniform items. ASI will furnish or reimburse the employee for the uniform items. All uniform items purchased, whether by ASI or by the employee, must conform to ASI's Sweatshop Free Procurement regulation. All employees will be required to sign a receipt for the clothing issued to them. Additional uniforms may be purchased at the expense of the employee at any time. Selection of uniforms should be conducted in consultation with affected staff to ensure that uniforms are practical, comfortable, and do not hinder an employee's ability to perform his or her job.

#### 4.2 Care and Maintenance

Laundering and care for uniforms shall be the responsibility of ASI. Uniforms must always look professional. Any employee determined to have intentionally abused their uniform will be held financially liable for the replacement cost. Uniforms that have been damaged due to normal wear and tear and no longer acceptable will be replaced at the sole discretion of the employee's supervisor.

#### 4.3 Failure to Wear Uniforms

Any employee reporting to work not wearing the complete uniform determined by his/her supervisor will not be allowed to report for work. Such behavior may result in disciplinary action.

There will be approved occasions and special events where uniformed staff members will be allowed to modify their attire. Approval must be obtained from supervisor prior to reporting to work.

#### 4.4 Uniformed Positions

Employees designated to wear uniforms include, but are not limited to the following positions which serve as front line staff and whose job functions require them to be consistently mobile throughout the University Student Union and other ASI premises on a daily basis:

- Full- and Part-Time Facility Services Staff
- Full- and Part-Time Maintenance Employees
- Full- and Part-Time Building Managers

## Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Employee Counseling Action	To document in writing an employee's violation of a workplace conduct regulation	Human Resources Office	Employee's supervisor, the appropriate Division director, and the Human Resources Manager.	Approvals must be obtained before conducting the actual counseling session. Within 30 calendar days of the discovery of the incident requiring the counseling action