

Uniform and Dress Code Policy

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Purpose

As employees of the Forty-Niner Shops, we directly represent our organization. This includes our appearance and impression that we have on our customer’s, students, faculty and staff on our campus community. The purpose of this policy is to provide Forty-Niner Shops employees with uniform and dress code standards that directly reflect a positive and professional image throughout our operations.

Policy Statement

The guidelines listed in this policy are intended to ensure that the appearance of our staff be professional, and accurately represent the high regard that the Shops have throughout our various operations.

Departments Affected

This policy applies to all Forty-Niner Shops employees.

Regulations

1.0 Name Badges

All Forty-Niner Shops employees must wear their individual name badges at all times. Name badges are issued through the Office of Human Resources upon hire. If a name badge is lost, it is the responsibility of the employee to notify their supervisor/manager to replace a lost name badge. For replacement orders, all supervisors/managers must request name badges directly from the Graphics Department.

2.0 Dress Guidelines and Uniforms

All Forty-Niner Shops employees are asked to dress in professional attire. Various locations have distinct uniforms and dress guidelines that are required for the employee's safety and job duty. For some employees, this will include following a strict uniform dress code for their respective work location, for others it may be professional business attire for an office setting. As representatives of the Forty-Niner Shops it is our responsibility to positively reflect a professional image throughout our various operations- at all times. Please exercise good judgment and good taste in dressing appropriately with respect to your particular job.

Below is an overview of the dress code guidelines for uniformed employees. Please reference the attached addendums for divisional dress code guidelines. *If you are unclear about what is appropriate attire, please speak to your supervisor or department manager.*

Appendix

UNIVERSITY BOOKSTORE

Dress Guidelines for All Employees: full-time, part-time, and student employee

- a.) Name Badges are required to be worn at all times
- b.) Halter tops, tank tops, sleeveless or strapless apparel are not permitted unless worn with a complimentary shirt, blouse or dress jacket
- c.) Casual dress pants that are clean, not faded, and without holes are to be worn with appropriate uniform, t-shirt or polo
 - Acceptable colors include Black, Khaki, Tan or Beige
 - No sweat pants or leggings/jeggings are allowed
 - No blue jeans are permitted (*exception: see Friday fun day*)
 - Shorts may not be worn (*exception: see Summer Dress Guidelines*)
- d.) Skirts and dresses must be a reasonable length
 - Skirts and dresses should be no more than 4 inches above the knee
- e.) No open-toed shoes are permitted, for safety reasons
 - This includes flip flops, sandals, etc.
 - Ask your manager about the \$25 credit towards "Shoe for Crews"
- f.) No headgear of any kind is allowed, such a hats or bandanas etc.
- g.) Jewelry and accessories may be worn but must be done tastefully
 - While on the clock you will be asked to remove jewelry deemed in bad taste
 - No accessories that make statements about outside beliefs or groups may be worn unless approved by management

Additional Student Employee Instructions:

- a.) 49er Shops Bookstore Services shirts will be worn at all times when working
- b.) CSULB sweatshirts may be worn over appropriate Bookstore Services uniform when the weather is cold

Summer Session

All Employees may wear the following attire from the first day of Summer Session I through the last day of Summer Session III, pending the Director's approval.

- Casual business attire, casual pants or walking shorts (**bookstore full time employees may not wear shorts**)
 - a.) Acceptable Colors include Black, Khaki, Tan, or Beige
 - b.) Shorts length shall be no more than 4 inches above the knee
 - c.) Men may wear sport shirts with collar, tie not required
 - d.) Women may wear skorts, skirts, or Capri mid-calf pants
 - e.) No blue jeans or denim except on Friday Fun Days
- T-shirts/Sweatshirts
 - a.) Long Beach State, CSULB logo wear or University Bookstore issued tee

Friday Fun Days (Year-round)

All Employees:

- a.) May wear jeans that are clean and without holes
- b.) Fall Semester – CSULB t-shirts or sweatshirts may be worn in place of Bookstore Services issued t-shirts
- c.) Spring Semester – CSULB t-shirts or Hawaiian shirts may be worn in place of Bookstore Services issued t-shirts

DINING SERVICES & CONVENIENCE STORES

A high standard of personal appearance and hygiene is especially important in addressing sanitation and safety standards in handling food. All Dining Services and Convenience Store employees must follow the following appearance standards.

Name Badges

- Name Badges are required to be worn at all times

Pants

- All employees must wear black pants: Dickies or Dockers are an ideal choice
- No Sweats, leggings/jeggings, jeans, baggie, or holes (Jeans are ok on Friday's only)

Shirts

- All employees will be provided a uniform shirt at the beginning of each fall semester
- Shirts must be kept clean with no stains or wrinkles

Shoes

- All employees must wear black slip resistant shoes
- Shoes for Crews provides \$25.00 off your first order and is highly recommended
- Payless, Kmart or Wal-Mart are also inexpensive alternatives

Aprons

- All employees will be provided with an apron
- Aprons must be kept clean with no stains or wrinkles

Hats

- All employees will be provided an a CSULB logo hat at the beginning of each semester

<i>Last Revised</i>					
Policy Version	Date	Author	Description (If applicable)	Approved	Distribution
<i>1.0</i>	<i>5/31/2012</i>	<i>R.Hernandez</i>	<i>Corporate Uniform Policy</i>		<i>Email distribution, meetings, and internal memo.</i>
<i>2.0</i>	<i>5/20/2016</i>	<i>R.Hernandez</i>	<i>Update language on length of shorts and skirts</i>		<i>Email distribution and through management team</i>