

33.99.99-G1 Staff Employee Work Dress Standards

GENERAL INFORMATION:

This guideline prescribes acceptable dress by staff during assigned work hours and during any other times that non-faculty staff employees represent the university in their capacity as employees off the University campus.

INTENT:

The intent of establishing a dress standard is to assure that non-faculty staff dress professionally and appropriate to their assignment in order to create a positive impression in the minds of the public about the university and its employees.

STANDARDS:

1. Supervisors are responsible for enforcing these guidelines and assuring equitable treatment within their operating unit. President's Cabinet members are accountable for staff compliance of these guidelines for all staff within their division.
2. Day-to-day staff employee dress will be tasteful and meet a minimum standard of business casual attire. All clothing should be presentable, clean, and free of any torn, stained, or frayed material. Business casual attire can be defined as jacket, button-down shirt, slacks or trousers, and appropriate workplace footwear for men; and non-revealing blouse/top, casual skirt or slacks/trousers, businesslike dresses, coordinating separates, and appropriate footwear for women. Proper attire includes University nametag or identification badge worn prominently on jackets, vests, shirts, or blouses during assigned work hours. Directors and Vice Presidents may require that their staff dress more formally than business casual when staff is requested to represent the university in formal, ceremonial, or at other special occasions. There may be special instances whereby certain departments and/or positions are able to obtain management approval for casual wear during the week based on the job duties.
3. On Spirit Fridays and other days announced by the University president, the following standards for dress apply:
 - a. Blue jeans (without holes or frayed)
 - b. University Shirt or t-shirt
 - c. Collared University R.E.D. Shirt or any other red shirt consistent with business casual attire
 - d. Shoes appropriate and consistent with business casual attire
4. Immediate supervisors will advise when it is appropriate to wear TAMU-SA t-shirts for special events or manual labor related to setup/dismantle for university-related special events or athletic-related activities.

5. Employees may always dress more formally than the standards of Spirit Fridays, at their discretion and consistent with the nature of their work assignments during their assigned work day.

ACCOMODATION FOR RELIGIOUS BELIEFS:

Texas A&M University-San Antonio recognizes the importance of individually-held religious beliefs to persons within its workforce. The university will reasonably accommodate a staff member's religious beliefs in terms of workplace attire for the affected employee unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of issues of safety for the particular employee as well as co-workers. Staff members requesting a workplace attire accommodation based upon religious beliefs should contact his/her supervisor or the Director of Human Resources.

Contact Office: Office of Human Resources (210) 784-2059
August 4, 2016
