Policy on Dress Code and Casual Friday Attire

Responsible Administrator: Dean
Sponsoring Unit: Dean and Staff Council
Effective Date: 04/15/2014
Last reviewed: 12/15/2020
Next scheduled review: 09/2024
Inactivated Date: N/A

POLICY STATEMENT

All employees of the University of Maryland School of Nursing (UMSON) should project a professional image by being appropriately dressed while at work or while attending work-related events. UMSON employees may wear appropriate casual business attire on Fridays, in accordance with the guidelines in this policy.

RATIONALE

This policy provides guidelines for UMSON employees regarding appropriate and inappropriate attire Monday through Thursday and on Casual Fridays, for in-person and remote environments. If an event or meeting occurs on a Friday when it would not be appropriate to dress casually, some employees may be required to dress in normal business attire. This decision would be at the discretion of the department supervisor.

SCOPE

This policy applies to all individuals receiving any form of monetary compensation from UMSON. See Definitions for categories of employees.

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

N/A

CONTACTS

Questions regarding this policy should be directed to the Responsible Administrator.

DEFINITIONS

Casual Friday - an optional privilege and acceptable only on Fridays or regularly for Special Category Personnel (see below) or in Special Circumstances (see below). This privilege can be revoked on an individual basis if the Casual Friday dress code and/or the direction of supervisors are continually disregarded.
Compliance - Dress policy must be in compliance with local or state requirements (e.g., face masks)

Employees – all individuals receiving any form of monetary compensation from UMSON

Special Category Personnel – facilities, events staff, Network and Computer Services, employees who work in labs and whose job duties require them to wear attire appropriate for performing their job

Special Circumstances – special projects, events, and other situations in which tasks or job duties require casual attire

Standard Business Attire – dress shirts/tops, sweaters/blazers, dress pants/trousers, suits, skirts and dresses

Telework Attire – dressing for the practice of working from home, making use of the internet, email, and video

RESPONSIBILITIES

Employees – Maintain appropriate professional attire and appearance. Adhere to guidelines set forth in this policy and comply with direction of supervisors, who determine appropriateness and special circumstances when an event or meeting requires normal business attire on Casual Friday.

Supervisors/Administrators – Determine enforcement of appropriate dress according to guidelines set forth in this policy. UMSON employees who are improperly dressed will be counseled by their supervisor. In severe cases, an employee may be sent home to change clothes. An employee sent home to change clothes will be expected to use accrued annual leave time or leave without pay.

Repeated offenses by an employee will result in a supervisor issuing a written warning to be placed in the employee’s personnel file. Continued disregard of the guidelines will be cause for further action, including documentation of unsatisfactory compliance on the employee’s annual review.

PROCEDURES

UMSON employees are expected to be neat, clean, and well groomed while performing job-related duties on or off campus. Employees are expected to wear standard business attire consistent with a professional environment Monday through Thursday or any time deemed necessary, including special circumstances when an event or meeting requires normal business attire on Casual Friday.

Virtual or telework attire allows for both casual and professional attire.

Examples of Acceptable Casual Attire:
- Jeans (neat and clean)
- Khakis
- Polo shirts
- Cargo pants/trousers
- Capris/clam diggers/cropped pants/trousers (pants below knee)
- Collarless shirts (plain, clean, including sports teams or jerseys on designated occasions, i.e., Purple Fridays, Orioles Opening Day)
• Stretch pants/trousers (opaque)

Examples of Unacceptable Casual Attire:
• Shorts of any kind
• Baseball caps
• Mini-skirts
• Tank tops/tube tops/halter tops
• Midriffs
• Spaghetti strap or strapless tops or dresses (without a sweater or jacket)
• Beach wear
• Athletic attire, i.e., workout clothing, sweatpants
• Wrinkled, torn, stained, dirty, faded, patched, ripped, frayed, or revealing clothing
• Clothes with offensive slogans (profanity or nude/semi-nude pictures, cartoons, or gestures)

Examples of Acceptable Remote Attire:
• Acceptable professional or casual attire
• Sweatshirts and sweatpants
• Modest athletic attire
• Comfortable bottom attire

DATE AND SIGNATURE

Date: December 15, 2020

Approved by the Dean: