I. Center Dress Code Policy

The Center strives in maintaining a professional image to both to both internal and external constituents of the University. In keeping balance, we also work to wear casual clothes while working at the Center. Our office has adopted a business casual dress attire policy.

II. What is Business Casual?

Because all casual clothing is not suitable for the office, these guidelines will help you decide what is appropriate for the office. Clothing that works well for the beach, dance clubs, exercise sessions, sports clubs, or yard work may not be suitable for your professional image at work. Even in a business casual environment, clothing should be pressed. Clothing that is dirty, torn, or wrinkled is not acceptable. Texas State (e.g., Texas State shirts) clothing is acceptable.

III. Acceptable clothing

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Jeans that are neatly pressed are also acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sports jackets are also acceptable attire for the office if they violate none of the listed guidelines.

Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with
bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

IV. Compliance with dress policy

All employees are expected to comply with dress policy. Violation of policy could result in employee being sent home and requested to change before coming back to office.

The Director reserves the right to make accommodations to employees based on needs of the Center, special events, or individual circumstances.