

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: C.3
SUBJECT: Dress Code	Effective: 06/05/09
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## **POLICY**

It is the policy of South Carolina State University that each employee's dress, grooming, and personal hygiene should be appropriate for the work situation.

- A. Employees are expected at all times to present a professional, businesslike image to students, family, customers, prospective students, and the public. Acceptable personal appearance is an ongoing requirement of employment with South Carolina State University. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- B. Employees who have regular contact with the public are expected to dress in a manner that is normally acceptable in similar business establishments.
- C. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- D. At its discretion, South Carolina State University may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- E. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the campus. Employees will not be compensated for any work time missed because of failure to comply with this policy. (Employees will be required to take appropriate annual leave or leave without pay.) Violations of this policy may also result in disciplinary action.
- F. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.