

40-17 Employee Dress Code

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- 1. Purpose.** The purpose of this policy is to ensure that employees dress in a manner that projects the professional image of the Eastern New Mexico University System.
- 2. Policy.** The general policies and procedures in furtherance of the foregoing purpose are as follows:
 - A.** Individual departments may vary in their required dress expectations depending on job responsibilities.
 - B.** Academic departments will determine faculty standards of dress based on need and responsibilities.
 - C.** The department supervisor, in consultation with the executive administrator, will be responsible for conveying appropriate standards of dress for employees, including students.
 - D.** The area executive administrator is the ultimate authority on appropriate dress standards if a disagreement occurs.
- 3. Recommended Attire**
 - A.** All employees are expected to wear clothing that is clean and free of excessive wrinkles, revealing holes, frays and offensive words or images.
 - B.** Student employees may wear a shirt, blouse, sweater, ENMU polo or t-shirt; dress slacks, khakis, chinos or denim pants, shorts of conservative length, or a skirt/dress of conservative length; boots, deck shoes, open-toed shoes, sandals or sneakers.
 - C.** In some offices, staff and student employees' attire will be set by the manager, which may include a uniform ENMU shirt with office designation and black slacks, khakis or other appropriate wear with footwear appropriate to the work or uniform.
 - D.** Normally, office staff should wear a dress shirt, blouse, sweater or ENMU polo; slacks, khakis or chinos, or dark-colored denim pants or skirt/dress of a conservative length; dress shoes with dress socks, close-toed or open-toed shoes appropriate to the attire. Neckwear, accessories, jacket/blazer or suit are an option. On occasion, more formal attire may be required during formal events or presentations.
- 4. Disputes.** Any questions or conflicts as to what is considered appropriate attire that cannot be handled to the employee's satisfaction by his/her supervisor or executive administrator should be referred to the Office of Human Resources for advice to resolve the situation.

Approved by Board of Regents, September 7, 2006.

Approved by Board of Regents, December 13, 2019.

Approved by Board of Regents, December 9, 2022.

Approved by Board of Regents, March 31, 2023