

UTEMPS DRESS CODE POLICY

UTEMPS PROGRAM, DIVISION OF HUMAN RESOURCES, THE UNIVERSITY OF UTAH

PROFESSIONAL IMAGE STANDARD FOR UTEMPS

The University of Utah Human Resources Department has established the following Professional Image Standards, which broadly define dress and grooming guidelines. The purpose of these standards is to promote a consistent, professional image throughout the organization, while promoting confidence and comfort for employees. This policy applies to any employee who is at work as part of his/her regular duties and is representing the organization to the public. The standard does not apply to employees attending education classes or conferences who are not reporting for their usual work duties. Exceptions to the standards may be approved by the respective department supervisor based on variation in job duties.

UTEMPS EMPLOYEES NEED TO LOOK PROFESSIONAL AT ALL TIMES.

UTemps Employees are expected to be neatly groomed and free of body odor. UTemps Employees should be considerate of coworkers who may be sensitive to strong fragrance. The following list is only a guideline. Minimal expectations are that employees should look professional in appearance at all times and should be free from distracting attire/jewelry. For employees who have been approved to wear jeans and sneakers due to the nature of their responsibilities, please make sure that your attire looks professional. Jeans (clean, pressed, not torn or faded) and sneakers must still meet the required standard.

ACCEPTABLE	UNACCEPTABLE
<p>SHIRTS AND TOPS</p> <ul style="list-style-type: none">• pressed and clean• blazers• blouses with appropriate neckline• collared shirts• golf or polo shirts (UU logo ok)• suits or pantsuits• sweaters• turtlenecks• ties: men in professional positions are required to wear a tie, please consult with your manager	<p>SHIRTS AND TOPS</p> <ul style="list-style-type: none">• wrinkled• NO logo wear except UU• backless• denim material• golf or polo shirts with advertisement other than UU logo• midriff or waist length or shirts that reveal skin when you move• ripped, frayed or torn• faded or worn• sheer, tight or revealing• shirts with messages/advertisement• spaghetti strap tops• t-shirts• tank tops or muscle shirts• tube tops• sweatshirts• ALL other athletic type clothing

PANTS AND BOTTOMS

- pressed and clean
- corduroy slacks
- khakis slacks
- chino slacks
- pantsuits
- must be full length

PANTS AND BOTTOMS

- wrinkled
- shorter than full length
- NO logo wear except UU
- faded or worn
- ripped, torn, or frayed
- revealing
- bib overalls
- **capri pants, gaucho pants**
- **split skirts**
- athletic/sport type clothing: sweatpants, sweat suits etc
- parachute pants
- cargo/carpenter pants
- denim material clothing
- **ALL JEAN styles regardless of color or fabric (not just denim)**
- leggings
- low-rise or ULTRA low-rise pants
- pajama type clothing
- sHorts
- sKorts = shorts that look like skirts from the front
- spandex or lycra
- tight or form-fitting

SKIRTS AND DRESSES

- pressed and clean
- must be just above knee or longer
- professional in appearance

SKIRTS AND DRESSES

- wrinkled
- above the knee
- NO logo wear except UU
- backless dresses
- denim material
- hems or slits shorter than knee-length
- ripped, frayed or torn
- faded or worn
- sheer, tight or form-fitting
- midriff or waist length or shirts that reveal skin when you move
- spaghetti strap dresses
- strapless dresses
- sKorts
- split skirts

FOOTWEAR

- dress shoes
- loafers or boat shoes
- dress boots
- dress flats
- dress sandals

FOOTWEAR

- **ALL ATHLETIC/SPORT** type footwear
- Sneakers
- hiking shoes or hiking boots
- sneakers that are clogs
- athletic sandals (i.e. Teva etc.)
- bare feet
- **ALL FLIP FLOPS** regardless of material including leather
- slippers (for example, house slippers)
- snow boots, go-go boots, thigh-high boots, furry boots, platform boots