

 <p>Category: Human Resources</p> <p>Policy applicable for: Staff</p>	<p><i>Policy Title:</i> Summer Business Casual Attire</p> <p>Effective Dates: 06/01/2008 – 06/01/2011</p> <p>Prior Effective Date: 06/11/07 – 09/14/07</p>	<p><i>Policy Number:</i> 3.5.1</p> <p>Policy Owner: Sr. VP Administration and Finance</p> <p>Responsible Office(s): Human Resources</p>
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Background

The University of Cincinnati has a traditional business attire dress policy; however, during specific summer months the university allows employees to take advantage of business casual attire. This policy establishes procedures and defines appropriate business casual attire for university staff during this period.

Policy and Procedure

Business casual attire is permissible during the period beginning the first Monday following spring commencement and ending the last Friday prior to the first day of classes for the autumn term.

Business casual attire must be in good taste and positively reflect the image of the university.

Subject to the limitations provided herein, each administrative unit is responsible for determining appropriate business casual attire.

Supervisors are responsible for determining whether an employee's attire meets the standards established in this policy.

Traditional business attire is always acceptable, and is required when hosting or attending meetings with the public and/or community, in more formal settings that would normally require traditional business attire or when required by the administrative unit.

Appropriate summer business casual attire includes, but is not limited to the following:

- Short sleeve shirts/blouses with or without collars, golf shirts, dress shirts with no collar.
- Chino, khaki or cotton slacks, culottes, dress pants.

- Casual dresses or skirts at or below knee length or no shorter than four (4) inches above knee length.
- Dress shoes, sandals, open-toe shoes, loafers.¹

Inappropriate summer business casual attire includes, but is not limited to the following:

- Halter tops, sheer tops, tube tops, tank tops, tee-shirts.
- Blue Jeans,² shorts, leggings, spandex, bib overalls, beachwear, work-out clothes.
- Dresses or skirts shorter than four (4) inches above knee length, spaghetti-strap dresses without jacket, micro-mini skirts.
- Sneakers, flip-flops, thong shoes, slippers.

Related Links

Phone Contacts

513-556-6372, Labor Relations & Policy Development

¹ Safety concerns may require certain types of clothing and shoes.

² Unless necessary or appropriate to the employee's duties and approved by the employee's supervisor.