



DRESS CODE POLICY

Effective July 1, 2003, Revised January 4, 2010

The University of Arizona

Human Resources, Dress Code Policy Policy#410.0

Responsible administrators shall have the right to prescribe certain reasonable standards of dress and appearance of their employees. These standards may be established to assure the safety of employees, to maintain an appearance of neatness and cleanliness among employees, or to further other purposes related to the conduct of business.

The following dress code policy applies to all Arizona Student Unions employees. Exceptions may be granted only by the department's Associate Director.

Professional Dress Policy

Appropriate professional attire includes suits, dress pants, (**women**; skirts, dresses, blouses), shirts with collars (**men**; dockers, ties) with appropriate business shoes. All attire should be neat, clean and pressed. (PLEASE NOTE SPECIFIC DINING SERVICES DRESS CODE POLICY)

Casual Dress Policy

Casual attire includes assigned uniform such as, collared shirts, aprons and/or smocks, Dockers, khaki slacks or skirts. All attire should be neat and clean.

Piercing/Body Art Policy

Facial Jewelry: The Arizona Student Unions is a customer-oriented business. Dangling jewelry and visible facial jewelry (**FORWARD OF THE EARS**) is not permitted during work hours, with the exception of one small nose stud (**3MM OR LESS**) or transparent nose retainer. Ear jewelry is permitted unless a safety concern exists – final approval from supervisor. Ear gauges are permitted on the ear lobe only up to 7mm (**1 GAUGE**). All non-permitted jewelry must be removed during work hours. For clarification and details on facial jewelry, see your immediate supervisor.

Tattoos: Tattoos above the neck are not appropriate in a professional or casual business environment. You may be required to cover visible tattoos. For clarification and details on covering tattoos, see your immediate supervisor.

Dress Down Policy

On Fridays, Arizona Student Unions employees, with the approval of their supervisor, may elect to “dress down” and wear blue jeans with a UA or Student Union affiliated shirt. For clarification and details see your immediate supervisor.

Failure to meet Policy

Employees failing to meet established dress code standards will be asked to clock out and leave the work place. Continued violation of the standards by employing supervisors or employees will result in disciplinary action or termination.

The “No’s” while working

- Shorts/Jean (except in approved areas at approved times)
- Ripped, soiled, patched or stained clothing and hats
- Clothing, hats or visors that contain offensive language, display alcohol or tobacco logos and/or advertisements
- Hats and visors turned sideways, backward, etc. Hats and visors must be worn with bills to the front

- Mini-skirts
- Exposed midriff/tops
- Open-toed or open-heeled shoes (except in approved areas)
- Sweat or stretch pants
- Pants that are excessively baggy or hanging below the waist
- Excessively short, tight or revealing clothing
- Visible undergarments
- Strong perfume or aftershave
- Dangling jewelry and visible facial jewelry **FORWARD OF THE EARS** with the exception of one small nose stud or transparent nose retainer. [Ear jewelry is permitted unless a safety concern exists—final approval from supervisor]
- Chewing gum
- MP3 players, headphones, Walkman radios or CD players
- Personal use of cell phones, laptops, or handheld electronics

Dining Services Policy

All Dining Service employees must wear appropriate uniforms issued by the linen room, except as approved by supervisors and must meet established health codes. Additional “No’s” that apply specifically to Dining Service employees include:

- Fingernails longer than 1/4 inch beyond the end of the fingertip
- Beards; men are expected to come to work clean shaven every day
- Moustaches extending below the top of the upper lip

Remember: if in doubt, *don’t wear it!* For clarification or questions, contact your immediate supervisor. The following three categories reflect the breakdown of Arizona Student Unions departments and their respective dress:

Professional	Casual	Dining Services
◆ Union Administration	◆ Event Services	◆ Catering
◆ CSIL Administration	◆ Housekeeping	◆ Redington
◆ Dining Service Administration & Management	◆ Maintenance	◆ Food Production
◆ Business Office	◆ Information Desk	◆ Dish Room
◆ Payroll	◆ Games Room	◆ Cactus Grill
◆ Event Planning	◆ Food Stops	◆ Café Sonora
◆ Catering Administration	◆ Warehouse	◆ On Deck Deli
◆ Operations Managers	◆ Computer Support	◆ Starbucks
◆ Marketing Administration	◆ Gallagher Box Office	◆ Boost
	◆ Operations Assistants	◆ Core
	◆ Cash Room	◆ Chick-fil-A
	◆ Post Office	◆ Canyon Cafe
	◆ Fast Copy	◆ Cellar Bistro
	◆ Fast Design	◆ Three Cheese’s
	◆ Marketing: Graphic & Web Design	◆ Highland Market
	◆ Meal Plan Office	◆ IQ Fresh
	◆ CSIL Students	◆ Sanitation
	◆ Concessions	◆ Purchasing/Receiving
	◆ Student Leads	◆ Eller Deli, Bookend Cafe
		◆ Food Stops & C-Stores
		◆ C-Stores
		◆ U-Mart
		◆ Park Place
		◆ PSU Food Court
		◆ DS Student Leads