



Tuskegee University

Founded by Booker T. Washington

University Dress Policy/ Casual Dress Fridays

Tuskegee University prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the institution. All University employees are required to dress in professional, business attire Monday through Thursday, as our image is personified by the manner of dress we practice within our offices and in public when we are representing the University. This policy affects all employees, except those required to wear uniforms in the performance of their jobs.

We are always searching for new ways to make our University a better place to work. The University observes Casual Dress Fridays. This practice affects all employees, except those required to wear uniforms in the performance of their jobs.

Casual business wear encompasses many looks but it really means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for the office environment. Any clothing with offensive language, graphics, or logos is prohibited. The list below is not intended to be all-inclusive.

Slacks/pants – Wool, khakis, cotton slacks and dark denim jeans are acceptable, provided they are clean and wrinkle free. Inappropriate items include distressed or stonewash jeans, sweat pants, shorts, bib overalls, spandex and other form-fitting pants, and pants that are excessively worn or faded.

Shirts – Casual shirts with collars, polo shirts, sweaters, and turtlenecks are acceptable. University paraphernalia, t-shirts and sweatshirts are also acceptable. Avoid tank tops, halter tops, and any tops with bare shoulders unless worn under another blouse or jacket. Avoid clothes that are distracting and revealing.

Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate.

Footwear – Items such as loafers, boots, flats, and leather casual shoes are acceptable. Thong footwear, flip-flops and slippers are considered unacceptable.

Personal Hygiene – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Cologne and perfume should not be used in excess.

The University reserves the right to alter or terminate this observance, with or without notice, at any time. Let's all work together to make the flexibility of business casual wear a positive experience at Tuskegee University. If you have any questions or concerns, please contact the **Office of Human Resources (OHR)** at **(334)727-8510**.