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| PROCEDURE TITLE: | PROFESSIONAL APPEARANCE PROCEDURE |
| PROCEDURE NO.: | 4.97:1 |
| RELATED POLICY: | 4.97 |
| PAGE NO.: | 1 OF 2 |
| RESPONSIBLE ADMINISTRATOR: | CHIEF OPERATING OFFICER |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 04/2031 |
| APPROVED BY: | PRESIDENT |

1.0 PURPOSE

This procedure provides guidance for the consistent implementation of the University Professional Appearance Policy. It supports supervisors and employees in understanding expectations related to professional appearance while ensuring compliance with applicable federal and state laws.

2.0 SCOPE

This procedure applies to all Shawnee State University employees and should be used in conjunction with the Professional Appearance Policy. Nothing in this procedure is intended to restrict legally protected expression or rights.

3.0 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for communicating department-specific dress expectations consistent with the Professional Appearance Policy. Expectations should be shared during onboarding, periodically reinforced, and applied consistently across similarly situated employees.

4.0 ADDRESSING ATTIRE CONCERNS

If a supervisor determines that an employee's attire does not align with the Professional Appearance Policy or department expectations, the supervisor should address the matter promptly and privately. Conversations should focus on professional standards and workplace impact rather than personal preference.

In most cases, concerns should be resolved through informal coaching. Supervisors may allow the employee reasonable time to correct attire concerns when appropriate.

5.0 STUDENT-FACING AND FRONT-OFFICE ROLES

Supervisors of employees in student-facing or front-office roles should develop and communicate clear guidelines and expectations to their employees ensuring that appearance standards support student trust, approachability, and the University's service mission.

Expectations may be higher for these roles based on daily interaction with students, families, and visitors.

6.0 BEAR WEAR WEDNESDAYS

On Bear Wear Wednesdays, employees may wear Shawnee State University-branded apparel and jeans, consistent with the Professional Appearance Policy. Supervisors retain discretion to restrict participation where operational, safety, or job-specific requirements apply.

7.0 ACCOMMODATIONS

Requests for accommodation related to disability, religion, or other legally protected needs should be directed to Human Resources. Supervisors should not deny accommodation requests without HR consultation.

8.0 ESCALATION AND HR CONSULTATION

Supervisors are encouraged to consult Human Resources when questions arise regarding interpretation, consistency, or potential corrective action. Human Resources will provide guidance to ensure fair and lawful application of the policy.

9.0 RECORDS AND DOCUMENTATION

Informal coaching related to professional appearance concerns generally does not require formal documentation. If attire concerns become recurring and corrective action is considered, supervisors should consult Human Resources regarding appropriate documentation.

History

Effective: 4/17/2026