

PROCEDURE TITLE:	STUDENT EMPLOYEES - PROFESSIONAL APPEARANCE PROCEDURE
PROCEDURE NO.:	4.97:2
RELATED POLICY:	4.97
PAGE NO.:	1 OF 3
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 student 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 STUDENT EMPLOYEES IN STUDENT-FACING OR FRONT-OFFICE ROLES

- 3.1 Supervisors of employees in student-facing or front-office roles should ensure 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.
- 3.2 Student employees serving in student-facing or front-office roles represent the University through daily interaction with students, families, visitors, and external partners. Supervisors should communicate appearance expectations that promote professionalism, trust, approachability, and a welcoming campus environment while recognizing that student employees may have limited financial resources and varying access to professional attire.
- 3.3 The University does not require students to purchase specialized or high-cost clothing to perform their roles. Departments are encouraged to support student employees through flexibility, clear guidance, and reasonable accommodations.

4.0 GENERAL EXPECTATIONS

- 4.1 Student employees in student-facing or front-office roles should maintain a clean, neat, and presentable appearance appropriate to the work environment. Acceptable attire typically includes:
 - 4.1.1 Clean jeans, khakis, or casual slacks;
 - 4.1.2 University-branded apparel (e.g., polos, quarter-zips, spirit wear);
 - 4.1.3 Casual skirts or dresses of appropriate length;
 - 4.1.4 Closed-toe or neat casual footwear (e.g., sneakers in good condition, flats, casual shoes);
 - 4.1.5 Layered attire such as cardigans, hoodies, or jackets that are clean and in good repair;
 - 4.1.6 Items that may be discouraged for front-office or high-visibility roles include:
 - 4.1.6.1 Clothing that is excessively torn, stained, or visibly unclean;
 - 4.1.6.2 Attire with offensive language or imagery;
 - 4.1.6.3 Beachwear or sleepwear (e.g., pajamas, slippers);
 - 4.1.6.4 Clothing that presents safety concerns for the specific work setting.
- 4.2 Supervisors should use reasonable judgment and coaching rather than strict enforcement, recognizing the developmental nature of student employment.

5.0 DEPARTMENTAL SUPPORT AND FLEXIBILITY

- 5.1 To support student employees, departments are encouraged to:
 - 5.1.1 Provide University-branded shirts or name badges for student employees in high-visibility roles when feasible;
 - 5.1.2 Allow reasonable flexibility during academic stress periods (e.g., finals week);
 - 5.1.3 Consider loaner apparel, shared uniform pieces, or relaxed dress days where appropriate;
 - 5.1.4 Focus expectations on professional behavior and service quality, not solely on clothing.
- 5.2 Role-Specific Adjustments

Some offices (e.g., Admissions, President's Office, Career Services) may require a slightly elevated standard, such as business casual attire during events, tours, or high-profile visits. When higher standards are required, supervisors should

provide advance notice and reasonable options. These expectations are intended to support student confidence, skill development, and workplace readiness, consistent with the University's mission to prepare students for professional environments.

6.0 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.

7.0 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