

Guidelines – Staff Dress Code

BSC supports staff with a flexible dress code for a relaxed, yet professional atmosphere for serving our students, our community and the public.

Guidelines:

1. Monday through Thursday: appropriate denim or calf length denim capris, professional/business shirt (i.e., blouse, knit top, sweaters, dress shirt, polo shirt, jacket/blazer), leggings if the shirt or dress goes to mid-thigh and appropriate professional/business shoes.
2. Friday: appropriate denim or calf length denim capris, BSC apparel (i.e., t-shirts, shirts, pullovers, etc.), leggings if the shirt or dress goes to mid-thigh and tennis shoes.
3. The [Employee Sponsored Charity Contributions](#) will continue as the overall procedure for designation of charities, collecting contributions, exceptions, special events, etc.

Limits and Regulations:

1. On days when the employee has professional meetings, etc., the employee should dress in appropriate professional/business attire. Staff will use their judgement for the days when they need professional/business attire.
2. Overall the following are unacceptable attire: workout apparel/sweat pants, shorts, flip flops, ripped/torn/frayed denim or disheveled clothing, miniskirts, low-rise hanging pants, shorts, halters, off shoulder tops or dresses, t-shirts with logos or pictures (other than BSC logo on Fridays), tennis shoes (except on Fridays), clothing revealing bare midriffs, low cut and/or revealing tops and under garments.
3. Fridays will continue to be designated for charitable organizations with a \$1 donation.
4. Some positions may require uniforms and are excluded from the Dress Code Guidelines.
5. Employees should maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.
6. With dressing more casual it may be less obvious to distinguish BSC Staff from students and visitors. Staff are encouraged to wear their name badges to identify them as employees.
7. Staff will contact their supervisor if they have any questions regarding appropriate attire.

Supervisor Responsibility:

It is the responsibility of supervisors to ensure the dress code guidelines are followed within their areas.

References:

[BSC General Procedure-Employee Sponsored Charity Contributions](#)

History:

First guideline draft approved by the Staff Senate on August 15, 2017, reviewed by the Operations Council on August 9, 2017 and approved by the Executive Council on August 14, 2017; November 27, 2017.