



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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#### REGULATION TITLE:

Dress Code

#### APPLIES TO:

Faculty  
Staff

#### ADMINISTRATIVE AUTHORITY:

Office of Human Resources

#### APPROVED BY:

Kentucky State University Board of Regents

#### EFFECTIVE DATE:

August 8, 2025

#### NEXT REVIEW DATE:

August 8, 2028

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#### REGULATION STATEMENT:

Kentucky State University (KSU) requires faculty and staff members to present a professional appearance to KSU faculty, staff, students, and visitors at all times. This regulation establishes the appearance and dress code standards for all faculty and staff members, except those who are otherwise exempt.

#### DEFINITIONS:

##### Acceptable Attire

Acceptable attire is defined as attire suitable for a business casual work environment. Acceptable attire must be neat, clean, and appropriately fitted. Acceptable attire includes but is not limited to:

- Slacks, business dress pants, khakis, and chinos
- Collared shirts, such as button-down shirts and polo shirts
- Knee-length skirts and dresses

- Cardigans, blazers, and sport coats
- Suits
- Shoes such as loafers, dress boots, pumps, low-cut dress sneakers, and flats
- Simple accessories such as scarves, belts, and jewelry

Certain attire may be required for safety and health reasons. These articles may include, but are not limited to, lab coats, protective eyewear, gloves, hard hats, and hairnets.

### **Unacceptable Attire**

Unacceptable attire is defined as attire unsuitable for a business casual work environment. Unacceptable attire includes but is not limited to:

- T-shirts, including plain t-shirts and graphic t-shirts
- Sweatpants and workout apparel
- Jeans
- Hats and head coverings (unless for religious or medical purposes)
- Spaghetti-strap dresses, tank tops, halter tops, crop tops, and midriff-baring tops
- Miniskirts, short-length dresses, and cutoff pants
- Athletic shoes (unless for a medical reason or on Green and Gold Fridays)
- Flip-flops
- Ripped or overly revealing clothing
- Unclean or wrinkled clothing

### **PROCESS:**

Employees are responsible for reading this regulation and complying with it. Supervisors are charged with ensuring that employees are in compliance with this regulation.

If a supervisor sees that an employee has worn unacceptable attire to work, they are expected to notify the employee and refer them to this regulation.

Employees who violate this regulation may be requested to return home and use vacation leave for unworked hours. Routine violation of this regulation may result in disciplinary action up to and including termination of employment.

Employees may use their best judgment when selecting work attire for a particular occasion, so long as such attire complies with this regulation.

This regulation is not intended to preclude employees from wearing uniforms, lab coats, gloves, protective gear, or other specific attire necessary for compliance with internal safety policies or external regulatory requirements.

### **EXCEPTIONS:**

#### **Exempt Employees**

Due to the nature of their jobs at KSU, some employees are exempt from having to follow all provisions of this regulation. Such employees will be notified of appropriate exceptions by their supervisors. Exempt personnel include but are not limited to physical education staff, coaches, lab technicians, and agricultural staff. Employees who believe they may be exempt from certain portions of this regulation are encouraged to contact their supervisors and the Office of Human Resources (HR) for guidance. Additionally, reasonable exceptions may be provided for religious or medical reasons.

**Green and Gold Fridays**

Certain portions of this regulation are waived on Fridays as a benefit to employees. On Fridays, employees are permitted to wear the following attire:

- T-shirts
- Jeans
- Sweatshirts
- Athletic shoes

Although the aforementioned articles may be worn on Fridays, they must be clean, neat, and free of rips or tears.

Although employees are encouraged to wear green and gold attire on Fridays, they are not required to.

**REFERENCES AND RELATED MATERIALS:**

- Established Work Rules Regulation
- Vacation Leave Regulation
- Corrective Action Regulation

**CONTACTS:**

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	<a href="mailto:Human.Resources@kysu.edu">Human.Resources@kysu.edu</a>

**HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 2025	Zach Atwell, Wendy Dixie, and Kendra Herve

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