

Business and Finance Work Attire Guidelines

Purpose & Scope

- To project a professional image to all university stakeholders
- Applies to non-bargaining hourly and salaried staff members

Work Attire Guidelines

Non-bargaining hourly and salaried staff members are expected to wear clothing that reflects a positive, professional business orientation. Employees must exert a certain amount of judgment in their choice of clothing to wear to work. Consideration should be given to particular situations such as meetings and who they are with, locations, certain events, and visitors to campus as well as weather conditions. These guidelines apply to routine work conditions and regularly performed assigned responsibilities. It is understood that there may be special circumstances or work situations where a manager and/or director indicate that other attire is appropriate based on work being performed. In addition, on any spirit day identified by the university or the division, the employee is encouraged to wear WMU apparel and show Bronco Pride. If you have any questions regarding the appropriateness of attire, please refer those questions to your manager/director.

Examples of Unacceptable Attire

The following attire categories are provided as examples of work attire that is not acceptable. However, unacceptable attire is not limited to the examples provided.

Pants: jeans, sweatpants, shorts, exercise pants, overalls, spandex or other form-fitting pants

Skirts & Dresses: short/tight skirts, mini-skirts, skorts, spaghetti-strap dresses, or other dresses that would not normally be seen in an office setting

Shirts, Tops, Blouses, Jackets: tank tops, midriff tops, any item with potentially offensive terms, words, logos (non-WMU), cartoons, pictures or slogans, halter tops, open-backs, and t-shirts

Shoes/Footwear: thongs, flip-flops, or slippers. Athletic shoes may/may not be appropriate based on circumstances.