



Facilities Planning and Management Departmental Guidelines:  
Appropriate Attire and Appearance

**General Requirements:**

It is important for all employees to project a professional image of Facilities Planning and Management (FPM). These guidelines apply to all full and part-time FPM employees. During work hours all employees must be appropriately attired as well as neat, clean and well groomed. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed and take into account the expectations of the customers served. For general office attire, the key is a professional business appearance. Employees who are assigned uniforms must wear them.

**I. Non-Uniformed Employees:**

Non-Uniformed employees are expected to wear standard business attire, in keeping with university standards.

Acceptable Standard Business Attire includes the following: “dress” shirts with ties, blouses, sweaters and slacks or suits; “dress” skirts, or dresses. In some FPM departments, managers or directors may permit a more relaxed professional attire on a regular or specific business need/event/meeting basis. This may include dress shirts without ties, sweater sets, twill pants when appropriate.

FPM employees should dress for work aware of their particular work area keeping in mind not only their planned interaction with customers/peers/vendors, but their office building mates as well. In addition, consideration should always be given to the fact that standard business attire might be required on very short notice to attend a meeting or consult with a customer.

Shoes appropriate for a professional workplace are required. While very popular in current fashion, extremely open shoes and sandals are discouraged. In some FPM departments, open shoes and sandals may be prohibited due to the nature of the work involved.

Unacceptable Business Attire includes, but is not limited to the following:

- Shorts
- Flip Flops
- Spandex & Lycra (i.e. biking shorts)
- Tank tops
- Tube tops
- Halter tops
- Sheer Blouses
- T-Shirts with Slogans/Logos
- Fleece Sweatshirts
- Athletic Jerseys
- Spaghetti Strapped Tops or Dresses
- Beach wear
- Cutoffs
- Wrinkled, torn, stained or dirty clothing

In all instances, the determination of the appropriateness of attire relative to the nature of a department’s work or business needs is at the discretion of the manager or director.

*Business Casual Day - Fridays:*

Fridays have been designated as “business casual” dress day for non-uniformed employees. The key is maintaining a ‘relaxed professional’ attire conducive to a professional work environment and image. Business Casual Friday is a privilege that is offered to provide a more relaxed work atmosphere and may be revoked on an individual, unit or department wide basis if the guidelines set forth are not adhered to.

A relaxed professional attire on Friday is optional. Employees do not have to dress in business casual attire on Fridays. For example, an employee may not have an appropriate business casual wardrobe or may have a meeting that requires dress in regular business attire for that day.

The following applies to all full and part time FPM Non-Uniformed Employees for Business Casual Friday’s only.

Acceptable Business Casual Friday attire may include but is not limited to the following:

- Sports Coats or Blazers
- Cotton/Twill Slacks
- Jeans (neat and clean)
- Chinos
- Dockers
- Polo Shirts with Collars
- Oxford button down shirts
- Split skirts
- Loafers
- Sweaters and Cardigans

Unacceptable Business Casual Friday attire includes but is not limited to the following:

- Shorts
- Flip Flops
- Spandex & Lycra (i.e. biking shorts)
- Tank tops
- Tube tops
- Halter tops
- Sheer Blouses
- T-Shirts with Slogans/Logos
- Fleece Sweatshirts
- Athletic Jerseys
- Spaghetti Strapped Tops or Dresses
- Beach wear
- Cutoffs
- Wrinkled, torn, stained or dirty clothing

## **II. Uniformed Employees:**

Uniforms as prescribed by the department must be worn during work hours while on duty. They must be clean, neatly pressed and in good repair when reporting to work. If the required uniform is unavailable for any reason (for new or temporary employees), employees are expected to comply with the general requirements for all employees, cited above and any departmental guidelines that may be available for such circumstances.

Uniforms issued and laundered by the department are to be turned in for cleaning on a routine and timely basis. Only uniform issued jackets, vests and caps may be worn.

Shoes:

Shoes, as part of a required uniform, are to be compatible with the style and color of the uniform itself. Employees working in the shops must wear shoes appropriate for their job functions.

### **III. All FPM Employees**

#### **Grooming Standards:**

Excellent grooming standards are to be maintained at all times while at work or conducting university business.

#### **Non-Compliance:**

Facilities Planning and Management is confident each employee will use their best judgment in maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness. A rule of thumb – if unsure an article of clothing is acceptable, most likely it isn't – if in doubt, don't wear it.

Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes; non-exempt employees will have the time charged to accrued vacation or taken as leave without pay. If an employee is warned regarding unacceptable attire and/or sent home three times, a written warning will be issued and placed in the employee's personnel file. Continued disregard of the guidelines may be cause for further disciplinary action, which may result in termination.

Facilities Planning and Management reserves the right to amend this guideline at any time.

<https://policy.usc.edu/attire/>

All federal, state laws and university policies supersede departmental guidelines and procedures. Department guidelines and procedures are subject to change at any time and staff are responsible for familiarizing themselves with current guidelines.

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