

**Dress Policy for Business, Finance and Human Resources**  
***Applies to All Employees***

Dress in a professional manner that is befitting a representative of the University. While allowing for comfortable attire, good taste is expected and required. Since a dress code can be subject to broad interpretation, some of the basics are defined below.

**General guidelines for business dress in the office are:**

- No jeans (except Fridays); however, denim dresses, jumpers and skirts are acceptable.
- No tennis/athletic shoes (except Fridays), or flip flops.
- No shorts or extremely short skirts.
- No leggings, stirrup pants, sweat suits, or wind suits.
- Blouses, tops, and shirts must be of sufficient length to cover the beltline.
- Tank tops or blouses with spaghetti straps can only be worn with a sleeved top/jacket as a cover-up.
- Dress for men include shirts with collars (without a tie) and slacks like Dockers.

**Student employee exception:**

- Student employees must follow the dress code above with the exception that jeans and tennis shoes are allowed.

**Exception for positions requiring uniforms:**

- Note: Uniforms will follow the guidelines set by NMSU AFSCME Union, if applicable.\*

HOUSING	Maintenance and housekeeping staff are required to wear department issued uniform during the day and when responding on-call.
SPECIAL EVENTS	Event staff are required to wear department issued shirts with jeans or other casual pants during the events. Maintenance and Production staff working outdoors during May 15 – August 15 may substitute knee length shorts for Jeans or Casual Pants..
CORBETT CENTER	<ul style="list-style-type: none"> <li>• Maintenance and housekeeping are required to wear department issued shirt and pants.</li> <li>• Student employees are required to wear department issued shirt.</li> </ul>
PARKING ENFORCEMENT OFFICERS & MAINTENANCE STAFF	Parking enforcement officers and maintenance staff are required to wear a department issued shirt. From May 15 – August 15, staff may in addition may wear knee length shorts.
GOLF COURSE	<ul style="list-style-type: none"> <li>• Full-time maintenance employees are required to wear department issued uniform.</li> <li>• Player’s Grill employees are required to wear department issued shirt..</li> </ul>
FINANCIAL SYSTEMS ADMINISTRATION/ AUXILIARY COMPUTER SUPPORT	PC technicians are required to wear collared shirt with jeans or other casual pants. From May 15 – August 15, staff may substitute knee length shorts for Jeans or Casual Pants.
MAIL SERVICES	Staff are required to wear collared shirt with jeans or other casual pants. From May 15 – August 15, staff may substitute knee length shorts for Jeans or Casual Pants.
CENTRAL RECEIVING AND MATERIALS WAREHOUSE	Staff are required to wear collared shirt with jeans or other casual pants. From May 15 – August 15, staff may substitute knee length shorts for Jeans or Casual Pants.
OFS: CRAFT SHOPS/ENGINEERS	Staff are required to wear department issued uniforms and safety accessories (shoes, eyewear) during the day and when responding on-call, must be clean and in good condition. Student employees are required to wear department issued shirt.

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**Casual dress exception:**

- Fridays – jeans and tennis shoes can be worn; provided they are clean and without worn or faded spots. NMSU or departmental shirts are encouraged.

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**\*Article 31  
Uniforms and Equipment**

**Section 1. Uniformed Job Classifications**

For each uniformed job classification, the University shall continue to provide and launder uniforms consistent with the practice in effect upon the effective date of this Agreement, provided no such employee shall be offered fewer than five (5) sets.

**Section 2. Replacement of Uniforms**

As uniforms become damaged through normal wear and tear and no fault of the employee, the University shall provide replacement uniforms. Replacement uniforms shall be in new condition and fit properly