

## **STAFF HIRING AND EMPLOYMENT POLICIES**

### **APPROPRIATE ATTIRE AND APPEARANCE**

A staff employee must report to work dressed appropriately and according to the requirements of his or her department and position. Supervisors shall insist on good grooming, personal hygiene and correct attire during working hours. A staff employee who is not sure of the appropriate attire for his or her position within his or her department should discuss the department policy with his or her supervisor. Anyone who is improperly dressed may be sent home to change clothes; non-exempt staff employees will have the time charged to vacation accruals, or as leave without pay.

Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.