

## **Student Employee Dress Code (Staff Shirts)**

### **Student Centers and Associated Facilities**

- Each student employee will be provided up to two Student Centers Staff Shirts at the beginning of their employment and will be given an additional (1) shirt after their one year anniversary with the department.
- Additional shirts may be purchased by student employees at cost from the Student Centers Administrative Services and Operations Office (payment through the Student Centers Business Office).
- It will be mandatory for each student employee to be dressed in the designated Student Centers Staff Shirt when they are on the clock for a regular work shift or event. Exceptions to this rule include instances where a student may be attending a committee meeting but is not scheduled for a regular shift.
- A few designated SCAF student positions have additional dress code requirements above and beyond the wearing of a Student Centers Staff Shirt. Unit supervisors will share these additional requirements with the student employee as is appropriate.
- Student Centers Staff Shirts provided to student employees remain property of the Students Centers and must be returned upon separation (voluntary resignation, termination) upon request (except for those shirts purchased by the employee).

### **Enforcement and Penalties\***

- A student employee who arrives without a shirt before a scheduled work shift and before they have clocked in at their scheduled time has the option to purchase an additional Student Centers Staff Shirt at cost. Payment can be handled on the spot at the Student Centers Business Office if during regular weekday business hours. If a student staff shirt is purchased during the evenings or on the weekends a *Promise to Pay Form* is to be completed as necessary as a form of temporary payment. Payment must be made to the Student Centers Business Office at the first regular business day after the infraction or before the student employee returns to work. If the infraction is on a Saturday or Sunday, payment would be made on Monday or before the first day the student returns to work. Excessive use of a community shirt may result in a written warning.
- If a student employee has started a shift and is already officially on the clock and observed to not be dressed in the required Student Centers Staff Shirt the following penalties will apply:
  - **1<sup>st</sup> Offense:** A verbal warning will be issued by the appropriate unit supervisor or on-site designee. The student employee will be given two options: (1) Dress into a community Student Centers Staff Shirt or (2) Purchase a new Student Centers Staff Shirt at cost on the spot. A *Promise to Pay Form* will be accepted as temporary payment.
  - **2<sup>nd</sup> Offense:** A written warning will be issued to the student employee by the unit supervisor or on-site designee and a copy will be cc: to the Executive Director of the Student Centers and Associated Facilities as well as added to the student's personnel file located in the Student Centers Administrative Services and Operations Office.
  - **3<sup>rd</sup> Offense:** Can result in the termination of the student employee.

\*The enforcement and penalties listed above for the Student Employee Dress Code (Student Centers Staff Shirts) are intended to stand alone. If a SCAF unit has dress code requirements in addition to the standard Student Centers Staff Shirt because of the nature of the student position, the penalties listed above would also apply to violations of the additional requirements that have been provided to a student employee as part of their written expectations.