1. **General**

Employees need to present a professional image to the public, including dressing appropriately. Supervisors and Department Heads are responsible for enforcing uniform procedures and business attire guidelines.

1. **Uniforms**

Requirements related to wearing Uniforms (including agency logo business casual items) are provided in Administrative Procedure [30.08](https://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3008%20Uniform%20Program.docx). All employees required to wear uniform items as well as employees wearing the agency logo business casual items are expected to follow those procedures.

1. **Formal Business Attire**

For events or activities where formal business attire is required or appropriate, standard formal business attire should be worn:

* Suit and tie (men)
* Blazer or Sports Coat with slacks and tie (men)
* Pant or skirt suits (women)
* Skirt or slacks with shirt or blouse and a blazer or sport coat (women)
* Dress (women)
* Dress shoes or boots

1. **Business Casual Attire**

Business casual attire encompasses many looks but, ultimately, it means casual clothing appropriate for a professional office environment. While the standard attire at the agency headquarters is business casual, it is also expected at field offices when not in uniform. For employees not required to wear agency uniforms in the performance of their job, the following guidelines related to business casual attire should be followed:

1. Acceptable Business Casual Attire

* **Pants/Shirts** – Slacks, polo-style shirts, other shirts with collars, both long and short-sleeved shirts.
* **Dresses/Skirts**– Business casual dresses and skirts with modest hemlines. Sleeved dresses and blouses. Sleeveless dresses or blouses may be worn with cardigan or jacket.
* **Footwear**– Shoes such as loafers, deck shoes, walking shoes, boots, flats, and heels. Sandals, flat-soled or heeled, with a strap at the back of the ankle.

1. Inappropriate Business Casual Wear

* Sweat pants, shorts, bib overalls, t-shirts, spandex or other form-fitting pants, and pants that are excessively worn or faded.
* Jeans (Exception: when authorized on Fridays)
* Mini-skirts
* Sleeveless dresses (unless worn with a cardigan or jacket)
* Flip flops, athletic shoes, sneakers, running shoes, tennis shoes and slippers

1. **Additional Guidance**
2. Jeans are allowed for headquarters staff on Fridays, exceptions include:

* when notified that VIPs or special guests are scheduled to be at the agency headquarters building.
* When scheduled to attend meetings with the public, state officials, etc., where business attire is appropriate.

1. Department Heads have authority to allow jeans for field office staff on Fridays when appropriate for a scheduled activity where employees will not be interacting with the public. When allowed to wear jeans, employees should still consider the nature of the work they will be performing and wear their uniforms when needed to avoid damage to their personal attire.
2. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.
3. If you have any questions about proper business attire, please discuss with a member of your chain of command.

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