Effective Immediately (Wednesday, April 30, 2014)

Dress and Conduct Expectations for Student Leaders in Engagement Services

The vision for the student leader program in the Center for Student Engagement is to convert a traditional work environment into learning-outcomes based culture. When successful implementation is achieved, student leaders will learn skills beyond the practical aspects of their jobs (learning outcomes) that compare to the skills employers are looking for after graduation. Learning outcomes for employment will also support the academic mission of the University. We hope to provide opportunities that will enhance student leaders with civic engagement, critical thinking skills, leadership skills and personal growth.

With this vision statement in mind, all students are reminded that this is a work environment. Therefore, students working in the space in an employment capacity must observe the following guidelines at all times while on the clock.

All students must wear their nametags at all times while on the clock.

Uniforms: Some areas have specific uniforms to be worn at work. If any component of clothing is issued or defined by a department for uniformity purposes, that component supersedes all guidelines listed below.

*Meetings or special office hours outside of scheduled work hours do not require a uniform but do require adherence to the guidelines below.

Shoes
- Wear closed-toed shoes at all times; no toes exposed at any time. This is for safety, professionalism and worker’s compensation reasons.

Pants & Legs
- Pants should be either jeans, slacks, khakis, cargo pants or work pants.
- Shorts must be long enough to reach the knee. The knee does not need to be covered.
- Skirts are permitted, but must reach the length requirement above. Otherwise, leggings or other covering clothing must be worn underneath.

Not Permitted:
- Sagging pants; pants should be worn at the waist.
- Athletic wear including but not limited to gym shorts, yoga pants and leggings alone.
- Pants with holes in them, by design or otherwise.

Shirts & Torso
Whenever possible, shirts representing the ASUN, Center for Student Engagement or University of Nevada should be worn.

Hoodies are permitted.

Not Permitted:
• Athletic wear such as tank tops, jerseys or sleeveless athletic shirts.
• Shirts with spaghetti straps.
• Shirts with exposed midriffs.
• Shirts with excessively low collar or neck line.
• Shirts made of transparent or see-through material, unless another article of clothing is worn underneath (undergarments don’t count).
• Shirts with offensive or political messages.

Hats & Head

• Hats are only permitted when working outside and may not display a logo, with the exception of Nevada logos.

Failure to adhere to the dress code while at work will result in being sent home to change clothes. This will be accompanied by progressive discipline (i.e. verbal warning, write-up, etc).

If you are unsure about whether an article of clothing is acceptable, please don’t hesitate to ask a professional staff member for clarification. However, if you have to ask, chances are high that you should not wear it to work.

If personal finances hinder your ability to acquire workplace-appropriate attire, there are a number of low-cost alternatives that offer acceptable clothing:

• Wal-Mart (Campus Escort offers a shuttle from the Downunder Café to the shopping centers on Mae Anne/McCarran every Saturday)
• St. Vincent’s Thrift Shop, located at 500 E. 4th St.

You can also check with your administrative supervisor for other recommendations and we will be happy to assist.