

Employee Dress Code and Appearance Policy

The University of Detroit Mercy is committed to maintaining a professional image that reflects its role as an educational institution. To support this goal, employees are expected to present themselves in a neat and clean manner that is suitable for the workplace and the specific duties they perform. Since many positions at the University involve interaction with the public, the way employees present themselves significantly contributes to creating a positive impression on students, families, colleagues, the Detroit Mercy community, and visitors.

Business Casual Attire Guidelines

At the University, we embrace the professional spirit of our community through our business casual attire policy. We encourage supervisors to share additional guidelines tailored to their specific departments. Throughout the workday, it is essential to present oneself in neat and polished attire that reflects our professional environment.

Your clothing should:

- Remain clean and tidy
- Free from any stains, holes, or wrinkles.
- Avoid looking worn, frayed, faded, or stretched.
- Fit well and fall at an appropriate length.
- Maintain a suitable fit without visible undergarments or undershirts.

For your convenience, here are some examples of attire that embody the essence of business casual:

- Dress slacks and khakis
- Button-up shirts
- Polo shirts
- Blouses
- Skirts and dresses that reach an appropriate length (knee length)

Conversely, the following items do not meet our business casual standards:

- Jeans
- Leggings (acceptable only when worn under a dress or skirt)
- Yoga/workout pants
- Shorts
- Denim
- Tank or halter tops
- Shirts or blouses with bare shoulders (cold shoulders)
- Low-cut blouses or sweaters

Employee Dress Code and Appearance Policy

- Pajamas
- Flip-flops and floppy sandals
- Hats
- Other higher education institutions swag/paraphernalia
- Any clothing item that features offensive graphics or language

Business Attire

Detroit Mercy staff are expected to wear business attire during working hours, depending on their roles and responsibilities. Staff members should discuss the specific expectations for business attire with their supervisors.

Supervisors have the discretion to establish additional guidelines specific to their departments, including business professional attire. Each supervisor must clearly communicate this policy to their team members.

Discipline-Based Attire

The appropriateness of attire is determined by departmental responsibilities. In some circumstances, business casual or formal attire will not be practical or safe for specific tasks. Certain disciplines have explicit guidelines regarding appropriate workwear, including scrubs, lab coats, or other relevant clothing. Supervisory staff will provide clear guidance as necessary.

Dress Down Fridays

On Fridays, departments are invited to dress more casually. The following guidelines provide acceptable options for casual or "Dress Down" days. Employees may choose to wear the following items or adhere to the previously communicated business casual standards:

- Slacks: Corduroys or jeans
- Shirts: Company logo wear
- Shoes: Casual

It is important to note that all casual attire must still comply with the office's appropriate dress code. Occasionally, a department may establish a more relaxed dress code outside of Dress Down Fridays. Please follow your department's specific guidelines in this regard.

Titan Tuesdays

On Tuesdays, employees are encouraged to wear Detroit Mercy attire, which includes sweatshirts and shirts featuring current or recent University branding. While tops can be more relaxed and festive, bottoms should still adhere to a business casual standard. Jeans and other casual clothing are not permitted on Titan Tuesdays.

Employee Dress Code and Appearance Policy

Occasionally, a department may establish a more casual dress code that allows for jean/denim, or Detroit Mercy swag/paraphernalia, such as during Casual Fridays in the summer.

Professional Sports Teams

At management's discretion, employees may be encouraged to wear merchandise or apparel representing our professional teams: the Detroit Lions, Pistons, and Red Wings. An email announcement may come from anyone of the following: Department head, Dean, Human Resources, or the University President to communicate this.

Bottoms should still adhere to a business casual standard. Jeans and other casual clothing are not permitted unless it is Dress Down Friday.

Reasonable Accommodation of Religious Beliefs

Detroit Mercy is committed to respecting individual religious beliefs and will make reasonable efforts to accommodate staff members' requests related to these beliefs, if it does not create an undue hardship. Staff members seeking accommodation based on their religious beliefs must contact Human Resources promptly for support.

Workplace Attire and Hygiene Policy

This policy strictly addresses violations related to inappropriate clothing, as well as issues concerning offensive perfumes, colognes, and body odor.

Employees who arrive at work inappropriately dressed will be required to leave immediately, change into suitable attire, or rectify their grooming before returning to work. Non-exempt employees will not receive any compensation for the time spent away from their duties.

If an employee's hygiene or excessive use of perfume or cologne is a concern, the supervisor is required to have a private conversation with the employee. During this discussion, the supervisor should clearly outline the specific improvements that are needed. It is important to consult with Human Resources prior to having this conversation.

If the issue continues after the initial discussion, the supervisor must follow the standard corrective action process promptly, once again consulting Human Resources beforehand.

Repeated violations of this policy will result in progressive disciplinary measures. Supervisors are required to consult with the Office of Human Resources before taking any disciplinary action beyond a verbal warning.