

Memo

To: All Facilities Services Employees
CC: File
From: Bob Askerlund
Date: April 2008
Re: Summer Dress Code for Facilities Services –Short Pants

Most of you have read the institutional dress code. There seems to be some confusion about what it means to us in Facilities Services with regard to short pants. Hopefully this memo will compliment and clarify the intent for you. There may be some of you with further concerns as we attempt to comply with “the spirit” of the change and identify areas where boundaries must be drawn. Feel free to contact me and I’ll help to clarify wherever possible.

In general, staff members who spend most of their work-day in an office environment will not be allowed to wear short pants this summer. This includes: Key Office staff, clerical support staff, professional staff and supervisory staff. All other Facilities Services staff may wear appropriate short pants for the summer. The only exception for supervisory staff is with the Grounds crew.

Please note that the word appropriate is used! Appropriate is defined as freshly laundered shorts such as those provided with our uniforms or neat and clean denim shorts. Shorts that are higher than a few inches above the knee (2”-3”) are not acceptable. Shorts that are excessively baggy are not acceptable. Shorts with frayed hems, tears, or holes of any sort are not acceptable. Those wearing non-acceptable short pants will be asked to change into something acceptable before proceeding with their work.

Other exceptions to the above are, of course, safety related and occasion related. Safety related exceptions will be determined by your direct supervisor. Also, if you are scheduled for meetings with the college community, surrounding community, outside vendors, contractors, or other professionals, please use your best discretion and dress appropriately for the occasion.

I hope this will clarify any concerns or questions you may have. Please feel free to contact me if you should need further clarification or if you have questions about this issue. Thanks for your cooperation.