

## MEMORANDUM

DATE: 11/8/2021

TO: Northeast State Cabinet Members

FROM: Northeast State Staff Senate

RE: Employee Appreciation

The Northeast State Staff Senate wishes to express staff's desire to amend the dress code on Fridays as an employee appreciation incentive. The communication the senate has received would be to amend the dress code as follows:

Business casual dress will be permitted on Fridays.

Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts (unless Northeast State T-shirt), shirts with inappropriate slogans, tank tops, muscle shirts, and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Staff working in technical positions, not already approved to wear jeans on a regular basis, such as our Computer Technicians, should be given additional consideration for the appropriateness of jeans as part of their everyday work wear.

Respectfully,

Northeast State Staff Senate

Approved December 2021