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## Procedure Summary

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The dress code procedure communicates a set of attire and grooming standards for the work environment. As ambassadors of West Texas A&M University (WTAMU), every day, each employee interacts with current and future students, their families, the community, alumni, donors, and friends of the University. How employees dress reflects both the employee and the University.

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## Procedure

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### 1. RESPONSIBILITIES

The University requires employees to maintain a neat, clean, and professional appearance that is appropriate for the workplace setting and the work being performed—projecting a professional image while at work is essential. Attire worn to work should be proper and professional, whether business formal or business casual attire [see the attire category definition section for additional guidance]. Clothing should not be excessively wrinkled.

### 2. ATTIRE STIPULATIONS

#### 2.1 Appropriate Attire Category Lists

##### Business Formal or Corporate Appropriate Attire:

1. Business Suits
2. Business-Style Dresses
3. Dresses with Jacket
4. Dress Shirts, Tops, Blouses, and Jackets
5. Ties

##### Business Casual Appropriate Attire:

1. Slacks, Skirts, Khakis, Pants, Capri Pants, or Suit Pants
2. Open-Collar Shirts, Knit Shirts or Sweaters, Dress Shirts, Casual Button-Down Shirts, or Polo Shirts
3. WTAMU shirt, Buffalo Spirit logo shirt, or maroon shirt
4. Jeans (in the condition as specified in section 2.2 and during the specified timeframes as listed in section 2.2)
5. Dresses
6. Sport Coats or Blazers
7. Ties (optional)

2.2 Jeans are permitted as business casual attire during the following timeframes:

221 Winter Interval: During the winter interval, jeans are permitted as business casual attire every day of the week. Jeans must be acceptable for the workplace—not torn, ripped, or faded. Jeans must be worn with either a WTAMU, Buffalo Spirit logo shirt, or maroon shirt, professionally. The timeframe for the winter interval is considered the first business day after finals are complete in December through the last business day before the first class day of the spring semester in January.

222 Spring Semester: During the spring semester, jeans are permitted as business casual attire only on Fridays. Jeans must be acceptable for the workplace— not torn, ripped, or faded. Jeans must be worn with either a WTAMU, Buffalo Spirit logo shirt, or maroon shirt, professionally. The timeframe for the spring semester is considered the first class day of the spring semester in January through the last day of finals in May.

223 Summer Interval: During the summer, jeans are permitted as business casual attire every day of the week. Jeans must be acceptable for the workplace— not torn, ripped, or faded. Jeans must be worn with either a WTAMU, Buffalo Spirit logo shirt, or maroon shirt, professionally. The summer timeframe is considered the first business day after finals week for the spring semester in May through the day before the first class day of the fall semester in August.

224 Fall Semester: During the fall semester, jeans are permitted as business casual attire only on Fridays. Jeans must be acceptable for the workplace— not torn, ripped, or faded. Jeans must be worn with either a WTAMU, Buffalo Spirit logo shirt, or maroon shirt, professionally. The timeframe for the fall semester is considered the first class day of the fall semester in August through the last day of finals in December.

2.3 Shoes that are clean, and in good shape are acceptable to wear.

2.4 All employees are responsible for ensuring that they have dressed professionally appropriate for special functions, meetings, or presentations, even if it is a day that jeans are permitted. Including but not limited to West Texas Wednesdays and Inclement weather days. (See 2.6 and 2.7).

2.5 Depending on specific responsibilities, professional attire will differ from department to department. With the department’s mission in mind, department heads have the authority to issue variance from the above guidelines.

2.6 West Texas Wednesdays

261 West Texas Wednesdays are spirit days at WTAMU, promoting

institutional enthusiasm and tradition on campus every Wednesday throughout the entire year. Employees may participate in West Texas Wednesdays by wearing the color maroon—either a maroon WTAMU shirt, a maroon Buffalo Spirit logo shirt, or a maroon shirt that is considered either business casual professional are acceptable.

When possible and appropriate, all departments are encouraged to participate in West Texas Wednesdays, spirit days, and other university sponsored events to promote camaraderie among peers and elevate morale.

## 2.7 Inclement Winter Weather

27.1 When the weather is predicted to not get above 32 degrees, or when there is snow and/or ice predicted, it will be acceptable to wear jeans according to criteria listed in 2.2. The [National Weather Service](http://www.weather.gov/ama) (NWS) website ([www.weather.gov/ama](http://www.weather.gov/ama)) should be the resource used to determine the conditions for inclement winter weather in Canyon, Texas, and Amarillo, Texas, depending on the University location for which employees work.

## 2.8 Special Standards

28.1 Certain employees may be required to meet certain other standards such as: special attire, wearing uniforms or protective clothing, depending on the nature of their position. At the discretion of the department head, in particular circumstances, such as during special occasions (i.e., homecoming week, West Texas Wednesdays, and other university sponsored spirit events), employees may be permitted to dress in a more casual fashion than is typically required.

28.2 Any employee who does not meet the attire set by the department head will be subject to corrective action.

28.3 Dress code for student workers is established by their direct supervisor considering the guidelines established in this document.

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### Contact Office(s)

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Office of Human Resources  
(806) 651-2114

Office of the Vice President for Business and Finance  
(806) 651-2095

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**Approval Office**

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Office of the President  
(806) 651-2100

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**Approval Signature**

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President/CEO

November 30, 2020  
Date