MEMORANDUM

TO: College Community

FROM: Guy Altieri, President

RE: Friday Dress Down Days

DATE: July 28, 2005

I very much support continuing the College's past practice of casual dress on Fridays. Therefore, the practice of "Dress Down" every Friday will continue under the previously established guidelines. As a reminder, the applicable guidelines developed by a staff committee are repeated below:

- For participating offices, dress down day will be every Friday.

- Participation in dress down day may not be appropriate in offices where there is high public contact or visibility. Supervisors will make the decision for their departments. In all cases, common sense should prevail. If an office or department is expecting visitors or dignitaries on a dress down day, normal appropriate attire is expected.

- It is recognized that staff in some departments dress more casually on a regular basis due to the nature of their work.

- **Shorts, tank tops, and t-shirts are not appropriate.** Discretion on attire is requested for dress down day.