

A Guide to Attire for Extension Employees

Professional Attire

Extension professional attire can be broken down to 3 levels as follows:

- **Level 1: Extension Business Professional**

This level is conservative attire. Examples of venues: interviews, formal affairs such as banquets, awards programs, and fundraising events where high level executives/ sponsors attend and dining and/or seating is formal.

- Business suit, pant suit, blazer/dress slacks, dress, tie and dress shoes.

- **Level 2: Extension Business Casual**

This level is semi-conservative and for a more relaxed professional setting, but not casual. This is very appropriate for Extension Offices, in-service or area professional development trainings and most events.

- Sweater or shirt with a collar, dress pants, khakis, or moderate length dress or skirt, nice shoes. No tie is required.

- **Level 3: Extension Casual**

This level is very relaxed and not a typical, acceptable category of dress for the workplace. There are occasional Extension work environments that would find this dress acceptable such as 4-H Camp, Farm Visits, Field Days, Farmers Markets, and some networking events.

- Non-tattered jeans, shorts (below thigh, not form fitting), capris, organizational/University t-shirts, athletic shoes, sandals.

Extension Employees need to be mindful that they represent the University of Kentucky and the Cooperative Extension Service. All personnel are expected to maintain a clean and neat appearance when representing the University. Therefore, it is unacceptable to wear items such as the following when representing the University.

Unacceptable Attire

- Shirts that are cut-off or sleeveless; tee/sweat shirts with alcohol, drug or sexual innuendos; tops with spaghetti straps, that show chest or midriff or are “see through”; shorts that are above the thigh or expose the hip area; jeans that are soiled, frayed, have holes or rips, are baggy or expose the hip area; leggings in place of pants; beach style flip flops unless as a shower accessory; sweat suits or athletic gear unless teaching an exercise workshop or participating in an athletic event.

When in doubt always err on the side of caution and choose a more conservative level or seek guidance from your supervisor. It is better to be overdressed. Be sure that your clothes fit properly, your hair is neat, and your fragrance is at a minimum. All of these elements are a part of a professional presentation.

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