

Dress Code

Administrative Procedure

It is the College's intent that work attire should complement an environment which reflects an efficient, orderly, and professionally operated organization. This document is intended to define appropriate "business attire" during normal business operations (Monday through Thursday) and "casual business attire" (Friday through Sunday).

The key point to sustaining appropriate business attire is the use of common sense and good judgment, and applying a dress practice that the College deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn't appropriate. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

Request for advice and assistance in administrating or interpreting this Dress Code should be directed to your supervisor, department administrator or the Chief Human Resources Officer.

Definitions: Serviceable-clean, neat, free of holes, rips, stains, and unpleasant odors.
Skorts-non-tailored split skirts

Appropriate Attire:

Business attire may include dresses, skirts or skorts, dress slacks, khakis, capris, blouses, dress shirts, tops, polo shirts with collars, blazers, suits or sport coats, ties. Dress shoes which are clean and in good condition including dress sandals are acceptable.

Casual attire may include jeans which are serviceable, T-shirts and sweatshirts. Sports team, College logos, and fashion brand names on T-Shirts or Sweatshirts are generally acceptable. Plain T-shirts or sweatshirts are acceptable on casual business attire days.

Inappropriate attire:

Unacceptable attire may include shorts, other than shorts designed for business wear, cutoffs, athletic wear (acceptable only if your job responsibility requires such attire), beach style flip flops, spandex or lycra such as biker shorts or pants, tights or hose worn as pants, evening wear, beach wear, midriff length tops/shirts, provocative attire, off the shoulder tops/shirts, workout clothes and tank tops, tube tops, halter tops, spaghetti straps unless worn under a jacket or sweater.

Exceptions:

Maintenance and custodial staff are permitted to wear serviceable jeans or work pants. Maintenance staff are to wear uniform shirts. Sandals are not acceptable footwear for maintenance or custodial staff.

Employees may be permitted to wear jeans for special occasions or out of business necessity with approval.

Personal Hygiene:

Not only is appropriate attire important, personal hygiene is equally important. Personal hygiene is the basic concept of personal cleanliness, grooming and caring for our bodies. Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Hair must be clean and neatly styled. All beards and moustaches should be trimmed and neat in appearance all employees are expected to maintain good personal hygiene.

Enforcement

Administrators and supervisors are responsible for monitoring and enforcing this Dress Code. The Dress Code will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective department supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious violation occurs, the supervisor will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. Work time missed will need made up or charged to annual leave.
3. Repeated rule violations will result in disciplinary action in accordance with the College Disciplinary Action Rule.

The College reserves the right to continue, extend, revise or revoke this dress code at its discretion. The College reserves the right to determine the appropriateness of business attire.

Approved: February 17, 2012