

# 3.14 Employee Dress Guidelines

Administrative staff employees represent the College when performing their duties. Therefore, the College expects appropriate employee appearance in accordance with an employee's assigned duties and working conditions. The College does not maintain a list of prescribed rules or dress code. Rather, employees are expected to use good judgment and be responsive to the suggestions or direction of their supervisor. Departmental managers may establish additional guidelines as they deem appropriate.

Appropriate attire varies based on job duties. For example, employees in facilities management perform significant amounts of manual labor or cleaning. Their work environment often lacks climate control and involves dirt, grease, chemical solutions, and other items that may damage clothing. Therefore, apparel such as jeans, shorts, t-shirts, or sweatshirts are generally appropriate. Attire in this environment should also consider potential safety hazards. Office personnel generally work in climate controlled environments that are cleaned regularly. As part of their assigned duties they often meet with students, parents, and the public. Therefore, apparel for these positions should be business casual. Further guidance on appropriate attire may be sought from or given by an employee's supervisor.

Regardless of work assignment, all outer garments should fit properly and be maintained and laundered to provide a clean appearance.

For persons working in a business casual environment, the following examples may provide some guidance:

- Dress trousers with collared shirt, polo shirt, dress

shirt and tie, or sweater

- Suit or sport coat
- Dress, skirt or dress trousers with polo, blouse, or sweater

Should a supervisor determine an employee's attire is inappropriate, the employee will be instructed to change their attire.