

 <b>Policy #: A-7</b>	<b>Effective Date: 04/24/12</b>	<b>Page #: 1 of 2</b>
<b>Ref #:</b>	<b>Policy Council Approval Date:</b> <b>04/24/12</b>	

**COMPONENT: ADMINISTRATION**

**SUBJECT: DRESS CODE**

**PERFORMANCE OBJECTIVE:** To define appropriate attire for staff that reflects a professional environment and poses no health or safety risks.

**POLICY AND PROCEDURE:**

Employees are expected to present a clean and neat business appearance. Staff should dress in a professional and appropriate manner with respect to performance and individual job responsibilities. Employees should follow basic requirements and exercise good judgment to insure that safety and comfort needs in various working conditions are met and they still present an appropriate professional work appearance. Teaching staff, maintenance staff, cooks, bus drivers and bus monitors must wear flat shoes that cover their entire foot for personal safety. Teaching staff and cooks should maintain short fingernails. Clothing, skin and hair should be clean. Clean scrubs are also acceptable.

Employees cannot wear suggestive attire, athletic clothing, tank tops or tops with spaghetti straps, novelty buttons, baseball caps or similar items of casual attire that do not present a businesslike appearance. Undergarments cannot be exposed and must be appropriate to outer garments being worn. Jeans may be worn but must be without holes. Dresses, skirts or shorts must be knee length. (No more than one inch above) Tights, leggings or other types of hosiery must be accompanied by a knee length or longer top or dress. Employees are still expected to present a neat appearance and are not permitted to wear ripped, disheveled over/under sized clothing, or similarly inappropriate clothing.

Employees are permitted to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety of self or others, or damage to company property.
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Corporate or societal norms.
- Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or

offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

Any employee who does not meet the standards of this policy will be required to take corrective action which may include leaving the premises to go home and change to approved attire. Any employee having to leave the premises to go home will clock out and not be compensated for any work time missed because of failure to comply with this policy. Violation of this policy can also result in additional disciplinary actions.

Supervisors will be responsible for disciplinary action taken up to and including termination for refusal to comply.