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| **5.11**  | **Dress Code and Personal Appearance *(Adopted 5-12-2014)*** Employees are expected to be suitably attired and groomed during working hours or when representing the College. Appearance should make a positive, professional impression that reflects good judgment in clothing, grooming and personal cleanliness.  |

  **Procedures:**

####  5.11.1 General Guidelines for Appropriate Dress

 All employees should wear clothing that is appropriate for job requirements, the work environment and the use of any job-related equipment.

 Business casual is the standard attire for employees working in an office environment and/or student service related areas unless otherwise approved by the supervisor. Business casual capris and cropped pants are acceptable attire.

 Employees should wear job appropriate and/or required protective clothing for safety and/or sanitation purposes.

 A College approved uniform may be established for designated departments.

 The College President and/or supervisors may require professional dress for meetings and/or other events.

 The College President may designate specific days when a relaxed dress code will apply.

The following clothing is not approved for work:

* Clothing with offensive and/or discriminatory language or pictures; alcohol, drug, or tobacco reference; or depicting violence
* Casual, beach type flip flops
* Athletic shoes, unless otherwise approved
* Shorts, sweat pants, muscle shirts, halter tops, tank tops, t-shirts, or other garments that are revealing
* Jeans and/or jean capris, unless otherwise approved by the supervisor and/or College administrator

####  5.11.2 Non-Compliance

 If a supervisor deems that an employee’s attire or grooming is not in compliance with this Policy, the employee will be sent home on unpaid leave and will be required to return to work properly dressed and groomed.