

I. Overview

The purpose of this policy is to clarify the College's employee dress code. There are many different work environments at the College. Some jobs require working with students or the public and some are less visible. It is important that employees maintain an acceptable standard of dress and grooming that reflects positively on the College.

Practice

It is up to the individual to dress in a manner which is appropriate to his/her duties and schedule.

II. Clarifying Points

- 1) While appropriate professional attire is the standard there may be occasions that lead to a modification of this policy. For example, if a special group or organization is on campus immediate supervisors may require more professional dress during this time. Or a student function is held that involves outdoor activities and several employees are going to work at this function. Sufficient notice will be provided under these circumstances.
- 2) Appropriate clothing includes, but is not limited to, casual slacks, khakis, casual dresses, skirts, dressy-type blue jeans, collared shirts, dressy T-shirts, knit shirts, UACCB logo apparel, casual shoes such as loafers, deck shoes and dressy tennis shoes.
- 3) Appropriate clothing does not include, but is not limited to, shorts, grunge-style pants, well-worn blue jeans, collarless T-shirts displaying advertisements or slogans unrelated to UACCB, bare midriff tops, tube tops, overly revealing dress, well-worn or dirty clothing or beachwear type sandals.
- 4) The College recognizes that some employees have job assignments which require them to work regularly in roles which include outdoor work or with equipment that can soil some clothing. This policy is not intended to keep those individuals from dressing in a manner appropriate to their work assignment.

Adopted: June 27, 2000

Revised: June 15, 2011