

<b>Policy: Dress and Appearance Date</b>	<b>Number: 615.03</b>
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### **General Philosophy**

Ingram State Technical College recognizes that employees are role models for the institution. In keeping with this responsibility, employees are expected to present a professional, businesslike image that reflects the highest standards of the community, adhering to good taste, modesty, and dignity appropriate for public education institution. We recognize that the manner in which we present ourselves affects our students, customers, and colleagues. To this end, all employees must appear neat, clean, and appropriately dressed for the business, instructional, or professional environment in which they work. In particular, the nature of our student population requires that we serve as outstanding role models regarding dress and appearance. Within this general philosophy, these guidelines are offered.

### **Guidelines**

- Senior-level administrators may determine appropriate workplace attire for their areas. Supervisors should communicate their division's workplace attire and appearance guidelines to staff during the orientation, pre-appraisal, and appraisal period. In accordance with DOC administrative regulations, no employee shall ever wear all white or all off white attire.
- Staff are expected at all times to present a professional, businesslike image to students, vendors, customers, and the public. The College will provide smocks to any/all employees upon request. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with ISTC. No employee shall ever wear shorts, backless/sleeveless attire, or skirts/dresses that stop at or above the knee while standing.
- Certain staff may be required to meet special dress, depending on the nature of their jobs.
- At their discretion, divisions may allow staff to dress in a more casual fashion than is normally required (Casual Friday, Team Spirit Days, etc.). On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.
- Any employee who does not meet the standards set will be required to take corrective action, which may include leaving the premises to change clothing. Exempt and non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with

designated workplace attire standards. Failure to take corrective action by the employee may result in disciplinary action.

- Hats, except for transitory purposes, are not to be worn inside administrative buildings and classrooms.
- Reasonable accommodations shall be made for those employees who because of a sincerely held religious beliefs, cultural heritage, disability, or medical reason request a waiver of a particular part of this policy for dress or appearance. Requests for a waiver must be submitted through the appropriate supervisor and forwarded to Human Resources for determination.
- Any questions about the guidelines for attire should be discussed with the immediate supervisor.