

Policy: Dress and Appearance	Number: 615.03
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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 a 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.
- Staff are always expected 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 employment requirement with ISTC.
- Certain staff may be required to meet special dress, depending on the nature of their jobs.
- Any employee who does not meet the standards set will be required to take corrective action, including leaving the premises to change clothing. Exempt and non-exempt employees (those who are subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work 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, should not be worn inside administrative buildings and classrooms.
- Reasonable accommodations shall be made for those employees who, because of

sincerely held religious beliefs, cultural heritage, disability, or medical reasons, 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.

In accordance with DOC Administrative Regulation Number 217 and Ingram State Technical College, the following attire should be followed at all ISTC sites:

FEMALES:

- Casual pants, slacks, or ankle pants (loose fitting) appropriate for the work environment, with a coordinating blouse, top, or sweater.
- Ankle pants length shall fall between the calf's base and the ankle's top.
- Blouses, tops, and sweaters shall not reveal cleavage or undergarments.
- Business casual shoes shall be worn and present a professional appearance. All business casual shoes should be closed-toe.

MALES:

- Slacks, pants, and carpenter pants that are professional in appearance. (excluding employees who are designated to the CTE areas)
- Button-up shirts, polo-style shirts (excluding employees who are designated to the CTE areas)
- Business casual shoes shall be worn and present a professional appearance.

Jeans and/or T-shirts may be worn on dress-down days authorized by the President.

(On these occasions, employees are still required to present a neat appearance and are not permitted to wear ripped or disheveled, athletic, or similarly inappropriate clothing.)

Attire prohibited during working hours:

- All-white or all-off-white attire
- Sleeveless shirts and dresses
- Cap sleeve tops and tank tops
- Halter tops and dresses
- Cropped or low-cut blouses, tops, and dresses
- Jumpsuits, sweatsuits, and bubble dresses
- Shorts or skorts
- Leather pants or skirts
- Leggings
- Low-rider slacks
- Hip-huggers
- Flip-flops, sandals, and athletic shoes (unless a medical justification is provided)

Any questions about the guidelines for attire should be discussed with the immediate supervisor.