

Dress Code and Uniforms/Grooming and Attire

Summary

All employees are expected to maintain a neat, clean, and professional appearance when working on campus or while on college business. Proper personal hygiene and grooming are essential elements of projecting a professional image.

The dress code for each employee will be based on the specific position that person holds. An employee who is not required to wear a uniform should use his or her best judgment in determining what attire is appropriate given the position. For example, most instances of interactions with vendors, visitors or clients require more formal business attire. On occasions when employees will be working on campus and will not have to meet with vendors, visitors or clients, appropriate business-casual attire may be acceptable. If an employee is unsure about appropriate attire, he or she should check with the supervisor.

Many positions, such as those in Dining Services, Facilities Management or Public Safety require uniforms to be worn during work time. If employees are required to wear a uniform, they will be provided with the uniform by the college or given an annual allowance to purchase uniforms for use when they are on duty. Uniforms worn by Facilities Management and Public Safety employees must be returned to their department heads when their employment is terminated or when they move to positions that do not require the uniform. Because of concern for employee personal safety, the college prohibits the wearing of open-toed shoes or sandals by all uniformed staff members.

Information

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