



Personal Appearance and Employee Dress Code

EFFECTIVE DATE: 10-01-14
LAST REVISION:

DEPARTMENT: Human Resources
POLICY NO.

I. Policy:

The appearance, grooming and manner of our faculty, staff and employees is part of our professionalism as an educational institution is reflected by the professional appearance, grooming and manner of our faculty, staff, and employees. Consequently, it is necessary to establish guidelines for maintaining and enhancing Central Louisiana Technical Community College (CLTCC) image. CLTCC is committed to ensuring that its personal appearance and dress policy is not discriminatory and is applied equally to both genders, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons. Employees should always be dressed neatly and appropriately for the type of work they perform.

II. Procedures:

A. Provide Standards of Dress and Appearance for CLTCC Staff and Faculty:

All CLTCC staff members are expected to come to work dressed in appropriate attire as defined by their duties, responsibilities and activities. Acceptable attire and appearance requirements will be set according to the operational needs and tasks of the department and/or job in which the employee works subject to the approval of the Department Chair and Chancellor.

B. The following standards are expected to be followed by all CLTCC staff and faculty:

- 1). Clothing will be clean, in repair and appropriately fitted.
- 2). Footwear that is appropriate for the position held and work environment is required. Certain work environments may have specific requirements such as protective footwear. Program Chairs and Campus Coordinators and Deans are responsible for determining and enforcing such requirements.
- 3). Hats or caps are not permitted indoors. (Technical Study Instructors are exempt from this prohibition).
- 4). Hair must be clean and neat, and extreme hair color is to be covered.
- 5). The use of perfume or cologne, jewelry, accessories, etc., is allowed with consideration for the staff or faculty member's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance staff or faculty are expected to limit their use upon request.

C. Prohibited Dress Attire:

- 1). Athletic jerseys, tank tops, tube tops, halter tops, backless or bare midriff shirts, shirts with written slogans, expressions or depictions.
- 2). Spandex/lycra garments sweat pants, running or warm-up suits, workout clothes during normal business hours.
- 3). Rubber or plastic beach-style “flip-flops”, house shoes/slippers.
- 4). Underwear as outerwear, provocative or revealing attire (braless, displaying cleavage or mini look) or off-the-shoulder garments, and sagging pants.
- 5). Wrinkled, stained, ripped or “distressed” clothing.
- 6). Denim Jeans (Exception Casual Business Friday) - (Technical Studies Instructors and Maintenance Employees are exempt from this prohibition).
- 7). Male faculty and staff wearing earrings.
- 8). Tongue and Nose ring(s).
- 9). Items advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products.
- 10). Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures.
- 11). Sorority, Fraternity, Masonic and Easton Star Apparel during normal campus business hours.
- 12). Sunshades are not to be worn indoors.
- 13). Tattoos or body art displaying the following are prohibited at all times:
 - racism;
 - sexually explicit;
 - obscenity or profane;
 - gang or drug related;
 - political in nature.

D. Responsibility:

Campus Deans, Department Chairs, Department Dean(s) and Supervisors are responsible for informing their staff about personal appearance and proper attire practices. Senior management is responsible for establishing and enforcing the dress code and personal appearance policy in their respective areas based on the type of work or service provided.

Campus Deans, Department Dean(s), Department Chairs and Supervisors will determine whether or not an employee is groomed and dressed appropriately for his or her particular job. Staff members whose dress and appearance do not meet CLTCC standards may be sent home to change clothes or to improve his or her appearance. In sensitive situations, such as attire that is excessively revealing, a Department Dean (s) Supervisor or Campus Coordinator should use good judgment and ask for the assistance of someone of the same sex as the employee in violation of the dress code or ask for the assistance from Human Resources if necessary.

If staff and faculty requests an accommodation based on a religious practice, or belief, the supervisor should refer the employee to the Human Resources Director for resolution of the request after appropriate consultation with his or her Dean.

E. Facilities and Technical Trade (s):

1). Staff members in the Facilities or Technical Divisions are expected to comply with the Dress Code Policy and the State of Louisiana Personal Protective Equipment and Hazard Assessment Policy requirements.

2). Appropriate uniforms, footwear and personal protective equipment must be worn by staff whose job specifications require such attire.

F. If Clothing and Grooming Do Not Meet the Standards of CLTCC:

1). Staff and faculty members sent home due to a violation of this policy shall be subject to the use of their accrued annual leave time to make up for the time absent from work to correct their appearance.

2). Staff and faculty members who have been found to violate this policy shall be subject to disciplinary action with adherence to CLTCC's Progressive Discipline Policy where applicable.

3). Staff and faculty members will not be paid for the time absent from work to correct their appearance. Staff and faculty members who have been found to violate this policy shall be subject to the appropriate progressive disciplinary procedure.

G. Meeting(s):

If an employee is scheduled for meetings on behalf Central Louisiana Technical Community College (CLTCC) with the CLTCC community, surrounding community, outside vendors, contractors, or other professionals, the employee should use their professional discretion and dress appropriately for the occasion.

H. Casual Business Friday:

While employees want to express their personalities and be comfortable on the last day of the work week, it is crucial to remember that we are still at work, and therefore represent CLTCC.

Shirts and tops for both men and women should remain modest and should cover the chest, stomach, and shoulders. T-shirts and athletic or workout clothing should not be worn. The transparency of garments should also be considered, and shirts that expose skin or undergarments should be avoided. Shirts with holes or stains are not appropriate for office wear. Polo shirts and knit tops are good choices.

Pants and skirts should also have no holes or stains on them. Skirts should not be so short that the wearer risks unwanted exposure during normal office tasks. Iron and starched *Jeans may be permitted but should not be worn/tattered or dirty*. Shorts are not permitted and underwear should never be exposed. Ironed khaki pants are a safe option as are fuller, more casual skirts for women.

With rare exceptions, flip-flops should not be worn. Athletic shoes, like athletic clothing, should also be avoided. Scuffed shoes or shoes with holes are unprofessional and do not give a good impression of the CLTCC workforce.

If there is a possibility that you may meet with guests or managerial staff, you need to be prepared. Either bring a more formal outfit with you to leave in your automobile or office, or forego wearing casual clothing that day. All clothes that you wear to work should be clean and ironed. If you wear the clothing for household chores, working out, going to the beach, or going out to a club, leave it at home. Under no circumstances should undergarments be visible. While the dress policy says casual Friday, it does not mean unprofessional.

I. Policy Enforcement:

CLTCC will enforce this personal appearance and employee dress code policy. CLTCC will make reasonable efforts to provide special needs and religious accommodations during the employment processes, to enable staff to perform the essential functions of their jobs, and to exercise their religious practice without creating a risk of harm for the staff or faculty member (s) or creating an undue hardship on CLTCC. Each accommodation request will be considered on an individual basis. An employee may be asked to provide appropriate documentation to support his or her request for an accommodation to the Human Resources Department.

Violations – Continued violations of this policy MAY result in discipline, up to and including termination.

Distributed Electronically via College's Intranet
All employee email dated: _____

<p>Related LCTCS Policies: _____</p> <p>Approved: _____ Chancellor</p> <p>Date: _____</p>
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