Dress Code

PURPOSE

The purpose of this policy is to establish basic guidelines for appropriate work dress, which will promote a positive image of the institution, but also allow for maximal flexibility to maintain good morale, respect individual religious, racial, gender-specific and ethnic attire, and give due consideration to safety and sound business practice.

POLICY

Personnel shall be expected to be neatly groomed and dressed for their respective responsibilities.

Grooming
- Each employee shall exercise daily hygienic practices conducive to a social environment.
- Hairstyles shall be clean, neatly groomed and shall not distract from the learning environment nor be a safety factor for any of the school’s curricular offerings.

Attire
- Employee attire will be based on industrial guidelines and professional standards as defined by discipline. The nature of each position may influence the attire for work. All personnel are expected to dress in a manner as to distinguish themselves as role models while performing College duties.
- Shoes, shirts and suitable attire are required on campus at all times.
- Employee’s dress should be consistent with the safety and environmental conditions in the institutional work place.
- All faculty members shall dress appropriately for respective discipline.
- All office personnel shall dress appropriate for a business environment. The attire is considered “business casual.”
- Employees who are assigned uniforms should wear their uniforms at all times.
- Student labor will be permitted to wear shorts if neatly hemmed and of appropriate length.
  *Student attire must follow campus student dress code policy.
- Blue jeans are not allowed for instructors and office workers. However, blue jeans are deemed acceptable attire for industrial shop instructors and facility officers, as long as they are clean and without holes.
- Earrings shall only be worn in the ears.
- The length of dresses and skirts shall be appropriate length. Showing excessive amounts of skin area are considered inappropriate dress.
Shirts should always be fitting within the standards of dignity for a business and educational setting.

- Use of offensive, obscene, or abusive words or symbols on clothing is not permitted.
- Tank tops, halter tops, tube tops, or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
- Footwear must follow the regular safety guidelines of the employee’s position.
- Shorts, t-shirts, sweat pants/shirts, spandex or exercise clothing; jogging suits, sneakers, flip-flops or other casual sandals, and worn, tattered, cut-off or ripped clothing are not an acceptable attire in the workplace. This list is not all-inclusive, but is meant to represent the types of apparel considered inappropriate.

**Dress Down Days**
The purpose of designated “dress-down day” on the Northshore Technical College campuses would be to cultivate and nurture a spirit of teamwork and unity among the staff and faculty.

**Request Guidelines:**
Any recognized group on campus can request a dress-down day. Requests for a dress-down day should be associated with a particular charitable cause, celebration, or achievement on campus.

Departments may request dress down-days from their Dean. These requests should be associated with a particular project that would require normal business casual attire to be deemed inappropriate. For example, organization/clean up of classroom or old files. These requests should be made during student absences; i.e. semester breaks. A request involving the entire campus should be made to the Regional Director.

**DISCIPLINE**
No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business causal attire for work, please ask your supervisor.

If clothing fails to meet these standards, as determined by the employee’s supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. LCTCS and LTC leave policies regarding personal time use will apply. Progressive disciplinary action as outlined in LCTCS Policy # 6.014 will be applied if dress code violations continue.

**Review Process:**

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<td>11/23/2009</td>
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