



CTC Procedure: Employee Appearance

Purpose:

As representatives of Columbus Technical College, employees are expected to project an image that is businesslike and professional to students, parents, business associates, and the general public. This requires faculty and staff members to role model appropriate workplace appearance for students as a demonstration of what appropriate dress and appearance look like in the workplace. To achieve these objectives, supervisors are encouraged to use discretion and common sense to determine and enforce guidelines for attire and grooming.

Applicability:

This procedure applies to all employees while at work and when representing the College at any off campus function (e.g. clinicals, Fort Benning, high schools, peer group meetings, conferences, etc.).

Procedure:

Supervisors are responsible for holding employees accountable for appearance that is appropriate to the work environment and task. When in doubt about appropriateness, supervisors are to seek direction through their chain of command or from the Human Resources Director.

Employee Appearance Standards:

- Neat and clean appearance at all times
- Business casual attire is acceptable for routine, day-to-day activities
- Business professional attire when appropriate for certain meetings, special guests, events, or any occasion when a jacket is expected
- Senior leadership may adopt dress-down days on occasion, such as in between semesters or in special circumstances
- Official College nametags are to be worn at all times
- No visible tattoos
- No garments are to be excessively tight, revealing, or overly distracting
- Avoid scents that may be distracting or annoying to others
- Uniforms are to be worn if required for certain positions
- Athletic shoes worn during break time for exercise purposes are acceptable
- Refer to examples for detailed explanation of expectations (list is not exhaustive but merely provides guidance for employees and supervisors)

Accommodations:

Accommodations to this procedure may be made for employees with a medical condition. Exceptions may also be made as an accommodation for individually held religious beliefs. Employees must contact Human Resources Director to request accommodations.

GUIDELINES & EXAMPLES FOR APPROPRIATE DRESS (Not intended to be exhaustive list)

Appropriate	Inappropriate
<p>Business Casual Attire (For routine, day-to-day activities)</p>	
<ul style="list-style-type: none"> • Khakis, corduroys, slacks, or dress pants • Capri-length or ankle length dress slacks • Polo or golf-style shirts • Short-sleeve blouses • Sweaters or sweater sets • Jackets, blazers, sport coats • Dresses • Skirts no more than 2” above knee • Loafers • Wedges, open-back shoes, mules, sling backs, flats, boots • Dress shoes, dress sandals 	<ul style="list-style-type: none"> • Jeans, cargo pants • Sweatpants, leggings, exercise wear, athletic wear • Shorts • T-shirts, sweatshirts, tank tops • Sleeveless dresses/tops with less than 2” strap • Clothing showing midribs or undergarments • Flip flops, casual sandals, or thong-type sandals • Athletic shoes, tennis shoes, croc-type slip-on shoes, slippers
<p>Business Professional Attire (For certain meetings, special guests, events, or other occasions when a jacket is expected)</p>	
<ul style="list-style-type: none"> • For men: long-sleeved dress shirt, tie, sport coat and dress trousers or suit, dress shoes • For women: suits, dresses or dressy separates worn with a blazer, conservative shoes (jacket optional) 	
<p>Dress-Down Attire (On occasion when adopted by senior leadership)</p>	
<ul style="list-style-type: none"> • College T-shirts or sweatshirts • Jeans (must be clean and free of rips, tears or fraying) • Capri-length jeans • Athletic shoes, tennis shoes • Loafers • Casual, low-heel, open-back shoes (e.g., mules, sling backs) 	<ul style="list-style-type: none"> • Sweatpants, leggings, exercise wear, athletic wear • Shorts • Tank tops • Sleeveless dresses/tops with less than 2” strap • Tight or revealing clothing • Flip flops, croc-type slip-on shoes, slippers

Addressing Workplace Attire and Hygiene Problems:

Violations of the Employee Appearance Procedure can range from inappropriate clothing items to offensive perfumes and body odor. If a faculty or staff member comes to work and is not appropriate for the workplace, he or she may be required to utilize paid leave to go home, change into conforming attire or properly groom, and return to work. If a staff member's poor hygiene or scent is an issue, the supervisor should discuss the problem with the employee in private and should point out the specific areas to be corrected. Continued violations will be handled using the positive discipline process.

Revised: June 20, 2018

Responsible: Vice President Administrative Services

Review Date: 2020