

## SOUTHERN CRESCENT TECHNICAL COLLEGE

### DRESS CODE FOR EMPLOYEES

Southern Crescent Technical College (SCTC) employees are expected to set an appropriate, positive example of professionalism in both behavior and dress for students. In keeping with this expectation, all employees should dress and groom themselves in a manner which inspires respect from students, parents, peers, and the public. The style of dress or grooming shall not be disruptive to the educational or work environment of Southern Crescent Technical College.

All employees working on SCTC campuses, centers or representing the College during normal business or instructional hours shall dress in accordance with the following guidelines:

#### **Appropriate, Normal Work Attire:**

##### **a. Clothing for male employees:**

All settings except those noted below: Collared shirt with or without tie, three-buttoned polo-style shirt, cotton trousers or khakis, dress slacks, suit, sweater, sport coat, blazer professional attire and/or uniforms appropriate for profession represented.

##### **b. Clothing for female employees:**

All settings except those noted below: Suit, dress slacks, dresses that are not revealing or provocative, skirts of modest length and appropriate size, sweater, blazer, pant suit, collared shirt, three-buttoned polo shirt, blouse (with or without collar), tailored Capri's and gauchos, cotton trousers or khakis, professional attire, and/or uniform appropriate for the profession represented.

##### **c. Clothing exceptions for male and female employees in lab settings:**

Lab coat, uniforms, or safety clothing as approved by industry, no tie. Clothing should be in good condition. Employees who are involved in maintenance-type activities may wear clothing that is deemed appropriate for assigned duties.

##### **d. Footwear for male and female employees:**

Employees should wear shoes that provide support and protection and that meet industry standards for safety. In all general classroom and office settings, business appropriate shoes should be worn. Such shoes may also include dress sandals. In lab settings, employees must not wear open-toed shoes. No open-toed shoes or sandals of any kind are authorized for wear by maintenance, grounds, or custodial staff. Safety-toed shoes mandated by OSHA regulations are required for wear by employees in certain job classifications.

##### **e. Business Casual Days.**

The College will observe business casual day on Thursdays in which a collared shirt with College logo may be worn with khakis or other acceptable attire.

##### **f. Other Special Days.**

Business casual attire may also be worn on other "special days" as designated.

- a. a "special occasion" or "dress-up" day, which would necessitate that employees deviate from "normal work attire" to include for males, a tie, sport coat, blazer, or suit and for

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- females, a dress, suit with skirt or slacks as appropriate. Cropped pants are not appropriate on dress-up days.
- b. a designated “clean-up or work day” during which it would be necessary to conduct rigorous and potentially soiling types of work. On such days, employees may wear coveralls, dark-colored blue jeans, t-shirts, or other protective attire suitable for the task to be accomplished. On such approved days, all employees involved should dress in the same manner for the task to be performed. (For example, dark-colored blue jeans and college t-shirts may be chosen as the “uniform” to be worn by all members of the clean-up team.)
  - c. a “casual” or “spirit” day, during which acceptable attire may include dark-colored blue jeans without tears or holes, non-collared shirts or sweatshirts with the college logo or school colors, or other items deemed appropriate by the Office of Human Resource or the Office of the President.

**Name Badges:** Employees must wear their name badges while on college campuses and/or centers and should also wear them when on college-approved business outside of the college. Name badges must be clearly visible.

**Perfume / Cologne:** Please be considerate of others and conservative in your application when using perfume or cologne, as many employees and customers have allergies to such strong fragrances.

#### **Prohibited Attire Examples:**

- 1) Clothing which causes distraction within the learning or working environment is prohibited. Examples include but are not limited to:
  - a) Tight or extremely short or ill-fitting (loose, baggy, or long) pants: Undergarments which are visible while standing, sitting, or bending.
  - b) Tight fitting, see-through, mesh or low-cut tops include tube tops. All tops must have some method of attachment over the shoulders or around the neck.
  - c) Provocative clothing which includes tops with thin straps, low necklines, and strapless or reveals the midriff.
  - d) Extremely loose or ill-fitting tank tops should not be worn.
  - e) Exercise apparel, including yoga pants, Spandex, or Lycra pants.
  - f) Sweatshirts, sweatpants, or t-shirts, except when specifically required by job assignment or approved as part of a special day.
  - g) Leggings or shorts worn as pants.
  - h) Any writing on clothing that is obscene, racist, sexual, or offensive.
  - i) Tattoos detracting from a professional image anywhere on the body which are obscene, advocate sexual, racial, ethnic, or religious discrimination, or are of a nature that tends to bring discredit to the College must be covered at all times.
  - j) Beach-type shoes such as flip-flops, shower shoes, or plastic shoes are not appropriate at any time.
  - k) Shoes with excessively high heels, which reasonably present a safety hazard to the wearer, as in the case of shoes with heels 5 inches or greater.
  - l) “Barefoot” or “minimalist-type” athletic shoes with individual toes.
  - m) Hats, unless approved by supervisor for personal or work-related reasons

**PLEASE NOTE:** *The Dress Code Procedure is subject to change at any time.*