

3357:13-16-21 Dress Policy for Staff Employees

(A) The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. A professional appearance is one that contributes to our values and to a positive, respectful and safe environment for students, employees and the public. The College recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work and safety issues. This policy provides general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the Dean, Director and/or Vice-President of the respective department.

(B) To ensure a positive, professional impression of North Central State College is maintained for students and visitors of the College, guidelines of appropriate business attire for College staff employees are as follows:

(1) Typically Acceptable Clothing:

- (a) Business Suits, Sports Coats or Blazers
- (b) Business Dresses/Skirts
- (c) Business Slacks, Dockers
- (d) Business Shirts/Sweaters
- (e) Logo-wear clothing such as oxford button down shirts, polo shirts, sweaters and cardigans (T-shirts & Sweat shirts may be included based on relevant situation)
- (f) Dress Culottes (skirt length)
- (g) Casual Slacks, Skirts, Dresses, Jumpers, etc. and Shirts/Sweaters (where appropriate)
- (h) Dress Shoes, Loafers

(2) Typically Unacceptable Clothing:

- (a) T-shirts with a written language and/or picture
- (b) Jeans
- (c) Shorts
- (d) Halter Tops
- (e) Tank Tops

- (f) Jogging Suits
- (g) Sweat Pants
- (h) Sweat Shirts
- (i) Clothing that is torn, patched, or shows excessive wear
- (j) Clothing that is provocative
- (k) Tennis Shoes, Athletic Shoes, Flip Flops

(C) Logo-wear Fridays

- (1) On Fridays a more casual and informal work dress code is acceptable through the wearing of NCSC logo clothing. Jeans that are well-kept, neat and clean may be worn with appropriate logo-wear.
- (2) The primary objective is to allow staff to take advantage of a more casual dress code while still projecting a neat and professional image. Staff are expected to consider each day's activities when determining what to wear and should refrain from casual dress when participating in College hosted special events, if conducting or attending meetings, seminars, roundtables, or the like with other business professionals, etc. Staff are expected to represent the College in a professional manner and dress appropriately for conducting such business.

Effective: 9/22/15

Expires: 9/1/20

Review Dates: 1/9/01, 6/1/03, 4/1/06, 9/22/15