

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
DRESS CODE	POLICY #: OPR D-15	APPROVED: SEPTEMBER 10, 2013 REVIEWED: SEPTEMBER 26, 2017

PURPOSE

Parkland College is an educational institution whose mission is to provide high quality, learner centered education and training as a foundation for lifelong success. In fulfilling this mission, employees are in contact with members of the public and students and the appearance and manner of our employees reflects our professionalism as an educational institution.

POLICY

Our Dress Code reflects high expectations of our employees. Employees are expected to wear appropriate **Business Casual** attire at all times.

Business Casual is defined as a style of clothing that is less formal than traditional business wear that is intended to give a professional business like impression¹.

Our employees are our ambassadors and are expected to reflect a professional and courteous image at all times; adhering to personal grooming and hygiene standards.

This policy is intended to provide generally acceptable and unacceptable examples of Business Casual attire, neither list is all-inclusive.

Parkland College expects employees to use judgment in their choice of clothing to wear to work. If you are uncertain about what is acceptable professional business casual attire, please speak with your supervisor.

ACCEPTABLE

- Dress slacks, suit pants, and dress capris;
- Dresses and skirts that are at a length at or below the knee and at a length at which you can sit comfortably in public;
- Dress shirts, sweaters, blouses and collared shirts; and
- Conservative shoes and dress sandals, loafers, clogs, boots, flats, or dress heels.

UNACCEPTABLE

- Blue jeans, sweatpants, yoga pants, spandex or athletic pants;
- Shorts;
- Miniskirts, sun dresses and spaghetti strap dresses;
- Tank tops, halter tops and midriff tops;
- Shirts with potentially offensive words, terms, logos, pictures or slogans;
- Sweat shirts, hoodies, and yoga shirts;

¹ *Oxford Dictionary Online*, Oxford Dictionary, n.d. Web. 17 Sept. 2013

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- Athletic shoes, thongs, flip flops, and slippers;
- Ball caps and hats;
- Wrinkled, stained, or ripped clothing; and
- Clothing that exposes cleavage or undergarments.

GENERAL EXCEPTIONS

- Reasonable accommodations will be made for employee’s medical conditions or religious beliefs.
- Instructors or Facility employees may wear applicable program or work wear to adhere to shop, lab or classroom safety guidelines (i.e. scrubs, shop coats, uniforms, steel toe shoes, etc.).
- Employees may wear clothing based on work duties and responsibilities, which are not normally situations where Business Casual clothing is acceptable (i.e. employee is on a program site where Business Casual attire is a safety hazard).
- Employees working in Reception must wear their Name Tag.

TRADES INSTRUCTOR OR FACILITY EXCEPTIONS

1. Casual slacks or black/blue jeans and a collared shirt is acceptable;
2. Employees are to present a neat and professional appearance.
3. Trades Instructors must wear Parkland College shop coat;
4. Bib coveralls (i.e. Carhartt’s) are acceptable in the shop; and
5. Employees must ensure clothing is not ripped, frayed or stained.

CASUAL FRIDAY EXCEPTIONS

- Blue jeans may be worn on Casual Fridays if the employee contributes to Staff Scholarship Fund. See Policy OPR D-16 for further details.

RESPONSIBILITIES

Supervisors are responsible for:

- Ensuring new employees are notified of Dress Code policy during orientation;
- Enforcing the dress code policy and the authority on the appropriateness of an employee’s attire; and
- Adhering to the policy and leading by example.

Employees are responsible for:

- Complying with the Dress Code policy; and
- Seeking clarification about the policy from supervisor as required.

PROGRESSIVE DISCIPLINE

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If an item of clothing is deemed inappropriate by the employee's supervisor, the violation will be immediately brought to the attention of the employee by the following;

1. The employee will be asked not to wear the particular item to work again.
And / or
2. The employee will be sent home to change clothing.
And / or
3. The employee will receive Progressive Discipline.