

Germonna Community College
Dress Code Policy
Policy #40200

1.0 Purpose

- 1.1 To establish basic guidelines for appropriate work attire, which will promote a positive image of Germonna Community College but also allow for flexibility to maintain positive morale, respect individual religious racial, gender-specific and ethnic attire and give due consideration to safety and sound business practice.

2.0 Policy

- 2.1 The following guidelines are established to assist employees in promoting a professional and safe working environment.

3.0 Procedures

- 3.1 This policy does apply to Professional employees, Academic and Administrative Support employees.
- 3.2 Safety, security and facilities employees are uniformed and therefore the clothing guidelines do not apply.
- 3.3 Work Study Students frequently work in support of regular department employees in return for local or federal financial aid. Dress for these employees is business casual or relaxed casual depending on the departments business needs.
- 3.4 Supervisors and Managers are responsible for monitoring compliance and are encouraged to provide coaching as necessary. Assistance from the human resource office is available if needed.
- 3.5 If necessary, enforcement can be addressed as part of the Department of Human Resource Management Standards of Conduct policy #1.60. This policy provides corrective action guidance which ranges from an informal discussion to more serious actions. Prior to enforcement actions, supervisors should consult with the Human Resource office.
- 3.6 Basic Guidelines are provided for the following categories: Professional Business, Business Casual, Summer Casual and Relaxed Casual.
- a. Clothes should be proper fitting and in good repair. Clothes should be clean and neat in appearance.
 - b. All employees are expected to dress according to the **Professional Dress** code policy during special events, outside meetings or when directed for specific events.
 - c. At other times, **Business Casual or Summer Casual** attire is appropriate unless the employee wishes to participate in Casual Friday when **Relaxed Casual** is permissible.
 - d. It is expected that all employees will adhere to the guidelines outlined and will address any concerns or questions with their immediate supervisor or Human Resource Department staff.
- 3.7 Faculty guidelines may be established by the Vice President, if desired. This policy is not intended to apply to instructional faculty.

Professional Attire		Business/Summer Casual	
Men	Women	Men	Women
<p><u>Jackets:</u> Suits, sport coats and blazers</p>	<p><u>Jackets and Dresses:</u> Suit coats with matching skirts or slacks. Blazers with skirts or slacks. Long or short sleeved dresses, sleeveless dresses (only if worn with a jacket)</p>	<p><u>Jackets:</u> Sport coats and blazers</p>	<p><u>Jackets and Dresses:</u> Casual Jackets, Long, short or sleeveless dresses no shorter than 2 inches above the knee. Sun dresses and spaghetti straps are discouraged.</p>
<p><u>Tops:</u> Long or short sleeved dress shirts. Turtlenecks, sweaters and vests.</p>	<p><u>Tops:</u> Long or short sleeved blouses or shells. Sleeveless blouses or shells (only if worn with a jacket) Button down shirts, turtlenecks, sweaters, vests and twin-sets. In all cases, modesty should be the guideline.</p>	<p><u>Tops:</u> Long or short-sleeved dress shirts, long or short sleeves polo shirts preferably with GCC logo. Turtlenecks, oxfords. Button downs, sweaters and vests</p>	<p><u>Tops:</u> Long, short or sleeveless blouses or shells. Button-down shirts, turtlenecks, sweaters, twin-sets Knit polo shirts. In all cases, modesty should be the guideline.</p>
<p><u>Bottoms:</u> Dress slacks</p>	<p><u>Bottoms:</u> Long or knee length skirts. Skirts should be no shorter than two inches above the knee. Dress slacks.</p>	<p><u>Bottoms:</u> Dress slacks, khakis or chinos</p>	<p><u>Bottoms:</u> Long or knee length skirts or skirts that are no shorter than 2 inches above the knee. Knee length skorts, dress slacks, Capri pants, khaki's or chinos.</p>
<p><u>Shoes:</u> Leather dress shoes, leather walking shoes (rubber soles) loafers</p>	<p><u>Shoes:</u> High or mid-heeled shoes, sandals. Flats and open toed shoes</p>	<p><u>Shoes:</u> Leather dress shoes, leather walking shoes, loafers, boat shoes and boots</p>	<p><u>Shoes:</u> High or mid-heeled shoes or sandals, flats, leather walking shoes with rubber soles, loafers, mules, dressy boots or open back shoes.</p>
<p><u>Accessories:</u> Ties, leather belts and dress socks.</p>	<p><u>Accessories:</u> Scarves, jewelry. Hosiery with dresses or skirts. Dress socks</p>	<p><u>Accessories:</u> Ties are optional, leather or canvas belts and dress socks</p>	<p><u>Accessories:</u> Scarves and jewelry, hosiery optional.</p>

Relaxed Casual-First Friday of every month is designated Spirit Day. Attire for these days may include jeans, tee-shirts or other attire with a Germanna logo or Germanna colors and tennis shoes. Germanna logo items are encouraged.

3.8 Special issues

- a. Religious, racial, gender specific or ethnic attire-Nothing in this policy is intended to abridge rights at law relating to non-discrimination, or hinder the advancement of diversity at the college. Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire.
- b. Facial hair, jewelry, hairstyles-Nothing in this policy is intended to regulate individual choices such as beards, jewelry or hairstyles. Job related safety when operating potentially dangerous machinery with moving parts, or jobs with public health considerations may nevertheless require some personal adjustments.

4.0 Definitions:

- 4.1 Summer Casual: Annual time period of the day after the end of the spring term until the day before the start of the fall term.

5.0 References:

Department of Human Resource Management Employee Handbook

6.0 Point of Contact:

Human Resource Manager

7.0 Approval and Revision Dates July 16, 2007

Revision Date: July 7, 2008