

## **EMPLOYEE CONDUCT AND APPEARANCE REGULATION**

The Northeast Community School District's objective in establishing a "business casual" dress code is to allow our employees to work comfortably in the workplace. Yet, we desire our employees to project a professional image for our students, parents, potential employees, and community visitors.

Because all casual clothing is not suitable for the workplace, these guidelines will help determine what is appropriate to wear to work.

### **Business Casual Dressing for Northeast Community School District Employees**

This is a general overview of appropriate business casual attire. Items that are not appropriate for our workplace are listed. Neither list is all-inclusive.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor.

Clothing that reveals too much cleavage, backs, chest, stomach or underwear is not appropriate for a place of business. Even in a business casual work environment, clothing should be pressed and not wrinkled. Torn, soiled, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. Clothing that has the district/school logo is encouraged. Sports teams, universities, and fashion brand names on clothing are generally acceptable.

Fridays may be designated as school color/spirit days for which school themed t-shirts and sweatshirts are acceptable, but jeans are not allowed. Jeans or denims may be worn on the following days: the day prior to Thanksgiving break, the day prior to Christmas break, the day prior to Easter break, and the day before summer vacation. Jeans may also be worn on the Friday of homecoming week. Other days may be granted in rare cases with prior approval of the administration.

Physical education teachers may wear appropriate fitness attire when engaging in physical activity with their classes.

### **Slacks, Pants, and Suit Pants**

Slacks made of cotton, synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are generally acceptable. Bermuda shorts (knee length) may be worn up to Labor Day. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, windbreaker pants, shorts, bib overalls, and any spandex or other form-fitting pants such as people wear for biking.

### **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts worn at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the workplace.

### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Suit jackets or sport jackets are also acceptable attire for the workplace. Inappropriate attire for work includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, tops with bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### **Shoes and Footwear**

Conservative athletic or walking shoes, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the workplace.

### **Makeup, Perfume, and Cologne**

Remember, that some students and employees may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

### **Hats and Head Covering**

Hats are not appropriate in the workplace. Head covers that are required for medical reasons, religious purposes or to honor cultural tradition are allowed.

### **Conclusion**

If clothing fails to meet these standards, as determined by the employee's supervisor and/or building principal, the employee will be asked to refrain from wearing the inappropriate item to work in the future. If the problem persists, the employee may be sent home to change clothes and/or be subject to the progressive discipline policy.

Exceptions may be made by administrators and/or supervisors based on employee assignment and/or responsibilities.