

4.1.L Augusta Technical College Employee Dress Code



The Administration of Augusta Technical College expects all employees to dress and groom themselves in a manner which inspires respect from students, parents, peers and the public. It is the responsibility of all employees to serve as role models for students and present a positive, professional image in language, behavior and dress. The mode of dress or grooming shall not be disruptive to the educational environment of Augusta Technical College, as determined by the President.

All personnel working within school and administrative buildings during normal business or instructional hours shall dress in accordance with the following guidelines: All personnel working within school and administrative buildings during normal business or instructional hours shall dress in accordance with the following guidelines:

I. Appropriate Attire Examples

- A. Appropriate attire for male employees: Classroom settings: Collared shirts; khakis or dress slacks with belt, suits, sweaters, sport coats, and business appropriate shoes with socks. Lab settings: Lab coat or safety clothing as approved by industry, safety shoes; no tie. Clothing should be in good repair.
- B. Appropriate attire for female employees: Suits, slacks, skirts of modest length and appropriate size, dresses, sweaters, blazers, pant suits, business appropriate shoes. Lab settings: Lab coat or safety clothing as approved by industry, safety shoes. Clothing should be in good repair.
- C. Shoes: Employees should wear shoes that provide support and protection. In the classroom business appropriate shoes should be worn. In the labs, no open toed shoes should be worn.

II. Exceptions

- A. Unless otherwise directed by a supervisor, employees are expected to wear appropriate shirts and pants without tears or holes during working hours. No open-toed shoes/sandals of any kind are authorized for wear by maintenance, grounds and custodial. Safety toed shoes mandated by OSHA regulations are required for wear by employees in certain job classifications.
- B. School Spirit Days: Supervisors may designate a "spirit day" or "casual Friday" which will necessarily constitute an exception to these guidelines. Acceptable attire worn on these days may include clean blue jeans without tears or holes, wind suits, non-collared shirts or sweatshirts with the college logo or school colors, or other items deemed appropriate by the supervisor.

III. Prohibited Attire Examples

- A. Clothing which causes distraction within the learning or working environment is prohibited. Examples include but are not limited to:
- Tight or extremely short or ill-fitting (loose, baggy or long) pants: Undergarments which are visible while standing, sitting or bending.
 - Tight fitting see-through, mesh or low cut tops including tube tops. All tops must have some method of attachment over the shoulders or around the neck.
 - Extremely loose or tight fitting tank tops should not be worn unless over another shirt which should be long enough to tuck into pants or skirts.
 - Any writing on clothing specifically excluding apparel manufacturer trademarks or logos.
 - Hats, caps, or bandanas worn during the school day.
 - 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. Such tattoos must be covered by clothing at all times.
 - Leggings or shorts worn as bottoms.
 - Body piercings. Except piercings to ears, all other body piercings detract from a professional image and are distracting to the learning environment.
 - Provocative clothing which includes tops with thin straps, low necklines, strapless or reveal the midriff.
 - Sweatshirts, sweatpants, or t-shirts except when specifically required by job assignment or approved as part of a special day.
 - Hair color or styles that draw undue attention or are distracting to the learning environment.
 - Beach-type shoes such as flip-flops, shower shoes, or plastic shoes are not appropriate at any time.
 - Shoes with excessively high heels, which reasonably present a safety hazard to the wearer.
 - "Barefoot" or "minimalist-type" athletic shoes with individual toes.

IV. **Enforcement**

- A. Deans shall be responsible for enforcing the standards of professional appearance based on his/her evaluation of whether an employee's appearance adversely impacts the learning environment, school climate,

or the school's image in the community. The President shall determine the appropriateness of apparel for school employees under these guidelines.

- B. Supervisors shall be responsible for enforcing the standards of professional appearance based on his/her evaluation of whether an employee's appearance adversely impacts the work site's climate, work process, or the site's image in the community. The supervisor shall determine the appropriateness of apparel for employees working in non-school sites under these guidelines.