

**UNFINISHED  
BUSINESS  
#3**

## **<sup>1</sup> DRESS AND APPEARANCE POLICY**

The image of the District is influenced by the appearance of its employees. We are all expected to practice good hygiene and keep a clean, neat professional appearance and to dress in appropriate field or business attire.

These following dress and personal appearance guidelines are meant to enable the employees of the District to dress professionally, but reasonably and responsibly. In all cases regarding what is considered acceptable attire, the final determination rests with management. If the attire does not meet standards considered acceptable or may disrupt the process or good order and discipline of the District, the employee will be requested to go home to change, with time involved unpaid.

### Guidelines for Employees That Are Issued Uniforms:

Uniforms consisting of jeans and a work shirt with insignia are provided to field personnel by the District at no cost to the employee. All field employees are responsible for wearing the appropriate uniform during all working hours. The uniform will be worn in such a manner so as to present a professional appearance and modifications to either the shirt or jeans (such as additional patches, insignia or stitching) may not be made. Uniforms may be worn during incidental stops while traveling to and from the workplace, but not as general attire away from the workplace. The supplying of uniforms to employees is a fringe benefit offered by the District and is subject to fund availability during the budget process. Employees who leave the District must return all uniforms that they have been issued.

### Guidelines for Employees Not Issued Uniforms:

Clothing shall not be distracting or revealing; Pajamas and lingerie are not acceptable attire.

District polo shirts provided to office employees in place of the executive uniform may be worn at the District offices at any time and should be worn on official duties away from the District.

Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, or sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs, or create a safety issue within the District.

---

<sup>1</sup> Proposed revision for approval 5-14-2020, Policy 2010-03; As approved by the Board of Commissioner on Dec. 10, 2009

Shoes must be safe and appropriate. District employees may wear backless shoes, however, bedroom slippers and footwear commonly considered as beachwear are prohibited (For example, beach sandals, flip-flops, or other such beach shoes.)

Men:

- Nice Shirts (Dress, polo, etc. – No T-Shirts, tank tops, etc.)
- Neat Slacks or Jeans worn at the waist. (No holes)
- Shoes & Socks must be worn

Women:

- Dresses (no off the shoulder or low cut in front or back{where bare skin and/or cleavage is obviously seen)
- Neat Slacks or Jeans (No holes)
- Skirts (no shorter than 4 inches above the knee, even if worn with leggings, etc.)
- Blouses & Shirts (no off the shoulder or low cut in back or front (where bare skin and/or cleavage is obviously seen, no spaghetti strap tops as outerwear)
- Capri style Pants will be acceptable if of a professional nature, worn with a professional blouse or shirt.

#### General Guidelines:

Head coverings (including caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom (**with the exception for medical, religious, and/or special purposes**) when training or meetings are ongoing.

Hair shall be clean and well groomed. Extreme hairstyles will not be acceptable. Mustaches and Beards will also be clean and well groomed.

Jewelry & Make-Up: No excessive make-up or jewelry will be allowed. (includes multiple piercings of a distracting nature and excessive make-up that is distracting.)

<sup>1</sup> **Proposed revision for approval 5-14-2020**, Policy 2010-03; As approved by the Board of Commissioner on Dec. 10, 2009