



Title of Proposed Procedures: Dress Code Guidelines

Procedures (check one): New X Revised _____

Applies to (check all that apply):

Faculty X **Staff** X **Students** ___

Division/Department: ___ **College** X

Topic/Issue: Dress Codes and dress guidelines are provided to reflect the professionalism of the College and determine acceptable standards complimenting the work environment.

Background to Issue/Rationale for Procedure:

BCCC Dress Code and Uniform Policy;
Article 29 of the MOU between BCCC and AFSCME

State/Federal Regulatory Requirements (cite if applicable):

Proposed Procedural Language:

1. Dress Code and Guidelines

The dress code and guidelines are provided to assist College employees in maintaining a professional work atmosphere. The College’s dress code is business professional, unless the President relaxes the standards and offers the opportunity to dress down to business casual attire. The President and/or her designees can authorize dress down to jeans for special occasions or projects, such as moving or file clean up days.

The key to dressing successfully in the College workplace is exercising good judgment and being neat and professional in the appearance of hair, clothing and items deemed accessories. If you are unsure, ask your supervisor or human resources for clarification prior to wearing the item in question to work. **If you have cultural, medical and/or religious requirements to wear something that may not conform to these guidelines, please contact your supervisor or a Human Resources representative to discuss accommodations.**

If an employee wears attire to the College that is not acceptable, his or her supervisor may require that the employee leave to change into something appropriate. The time spent by the employee to travel home, change his or her clothing and travel back to the College is not work time and shall not be compensated. Failure to comply with the dress code requirements may lead to progressive disciplinary action.

The following are some examples of acceptable and unacceptable attire. This list is not all-inclusive and individual concerns and questions should be discussed with supervisors or with human resources.

Acceptable College Work Attire:

Men: suit, shirt with tie, sports coat and shirt with tie, dress shirts, collared knit shirts (such as golf or polo shirts), sweaters, slacks, or khakis. Shirts must be tucked in, unless specifically designed with a square bottom to be worn outside. Clinic Scrubs in the Instructional setting/ environment.

Women: Dresses, suits, including pants suits, slacks, khakis, blouses, collared knit shirts (such as golf or polo shirts), sweaters, skirts, Clinic Scrubs in the Instructional setting/ environment.

Unacceptable College Work Attire:

Jeans, t-shirts, revealing clothing (displaying undergarments, or lack thereof), sneakers, flip flops, or beach sandals, shorts, skorts, sweat suits, fitness wear (unless part of College athletic staff), athletic team jerseys, spandex, t-straps, spaghetti straps without a cover.

The College does recognize that various departments have special events or functions with BCCC logo or College graphic designs on T-shirts. The wearing of this apparel at those special events is expressly desired and permitted.

2 . Uniforms

When the College requires employees to wear a uniform, the College shall provide those employees with five (5) sets of the required uniform trousers and shirts (both short- and long-sleeved). New employees shall receive three (3) sets of uniforms and two (2) additional sets after the completion of the employee's probationary period, providing them with a total of five (5) sets of uniform trousers and shirts. The College shall also provide employees with safety shoes and/or non-prescription safety glasses or goggles if the employee is required to wear them. New public safety department employees shall receive (5) sets of uniforms.

Employees shall be fully responsible for the safe keeping, basic upkeep and cleaning of uniforms issued to him or her. Employees shall report immediately to his or her supervisor when any uniform becomes damaged or is lost. The College shall provide a uniform replacement for a damaged or worn-out pair of pants or shirt, so that the employee may be able to maintain five (5) sets of serviceable uniforms. An employee shall return the damaged pair of pants or shirt to his or her supervisor when the

replacement is made. Replacement(s) will be approved by the employee's supervisor or his or her designee on a case-by-case basis.

The College reserves the right to make decisions on the types, color, prints and style of uniforms. Employees may be required to submit to sizing or provide his or her measurements for new uniforms.

Employees who do not comply with this policy shall be subject to progressive disciplinary action. If an employee who has been issued a uniform reports to work wearing street clothes, the employee shall not be permitted to work. The time spent by the employee to travel home, change into his or her required uniform and travel back to the College is not work time and shall not be compensated.

3. Name Badges

Each College employee that is issued a standard name badge shall wear the badge at all times during the employee's work day in a visible manner. The College will supply the first name badge issued to an employee. If a name badge is lost or broken, the employee will have to pay for a replacement in the same way as other College issued equipment. Only College issued name badges may be worn except on special occasions (i.e. AFSCME name badges at an AFSCME event).

Proposed Implementation Date: August 1, 2010

Proposed by: Tony Warner- Executive Director-Human Resources
Vice President/Senior Staff Member

Committee Members invited to work on and compile revisions to this procedure:

Mr. Melvin Brooks, Faculty Rep.; Mr. Chima Ugah, Faculty Rep.; Ms. Terry Doty, Faculty Rep.; Ms. Cheryl Rhodes, Mr. Murvee Gardiner, Ms. Yvette Benton, Ms. Karen Guilford, Ms. Tope Aje, Ms. Charlene Gray, AFSCME Rep.; Ms. Linda Hall, AFSCME Rep.; and Mr. Tony Warner