



**Policy Series #: 4000 – Human Resources
Policy Manager: Celeste Ruble
Dress Guidelines Policy**

PURPOSE:

Staff are expected to dress in an appropriate manner for the job they have been assigned.

APPLICABILITY: (*policy language*)

Supervisors are responsible for determining in consultation with their staff appropriate dress guidelines for their departments. During the development of these dress guidelines, please consider the following criteria:

- Nature of work
- Safety conditions
- Extent of customer or public contact
- The normal dress of other workers in that field
- The professional image Riverland Community College wants to project to the public

After taking into consideration the above factors and that most areas of the college have extensive internal or external customer or public contact, normal business or casual business attire will be the standard. Jeans may be worn only on Fridays with Riverland logo apparel. Human Resources will provide exceptions to the dress policy for special days or celebrations.

PROCEDURE

If a staff member's dress is not in accordance with the department's dress guidelines, the supervisor should discuss the matter with the employee. If counseling proves to be ineffective, disciplinary action may be considered.

Differences regarding proper dress should be resolved informally within the department. If the department cannot resolve the differences, the Human Resources Department will assist the department.

DEFINITIONS: (*if needed*)

DOES THIS POLICY HAVE A PROCEDURE? *Type in YES or NO*

Yes - above

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: (*if any*)

Date of Initial Review by President's Cabinet: 9/12/2013

AASC Review (if applicable):

FSGC Review (if applicable): 10/09/2013 & 11/13/2013

Date of Final Approval / Policy Adoption: 12/12/2013

Date & Subject of Revisions: