

United General District 304

Policy Manual

705 Personal Appearance

Effective Date: 9/1/2015

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Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image District 304 presents to clients and visitors.

During business hours or when representing District 304, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards, particularly if your job involves dealing with clients or visitors in person. This requirement applies to virtual meetings as well.

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

When necessary, United General District 304 will make every effort to reasonably accommodate employees who request in writing and provide appropriate documentation for accommodation due to religious beliefs or disability.

Scents, either natural or artificial, should not be distracting or annoying to others. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected.

All attire should be free of graphics, slogans or messaging that could be deemed offensive to others.

All clothing should not be excessively tight or revealing.

All clothing should be clean and in good condition.

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Without unduly restricting individual tastes, the following appearance guidelines should be followed:

APPROPRIATE

- Slacks
- Jeans (must be clean, free of rips, tears and fraying)
- Skorts, capris, leggings
- Blouses or shirts
- Polo or golf shirts
- Turtlenecks, sweaters
- Comfortable shoes in good repair

INAPPROPRIATE:

- Shorts*
- Sweatpants*
- Low-rise or hip-hugger pants or jeans
- Crop Tops
- Beachwear
- Pajamas/loungewear

EXCEPTIONS:

*Shorts may be worn if appropriate for a specific event, such as the outdoor Summer Learning Camp or Nature RX hike. Shorts must be in good taste, such as not too short or too tight.

*Athletic wear may be worn by the staff of the Fitness Center.

The employee's supervisor will be responsible to determine the appropriateness of such exceptions using their own discretion.