



425 POLICY – Dress and Personal Appearance

425.1 Statement of Policy

Redlands Community College's Faculty and Staff have constant contact with employees, students, parents, visitors, and other contracted persons on campus. Professional discretion is to be exercised in dress. Faculty and Staff are expected to maintain an appropriate appearance that is professional, neat and clean, as determined by the requirements of the work area. Safety precautions should receive primary consideration. Dress and appearance should not be offensive to others.

Guidelines for appropriate dress and personal appearance are published in the Procedures section of the Policies and Procedures Manual.

Adopted September 2014



425 PROCEDURE – Dress and Personal Appearance

425.1:1 Statement of Procedure

Redlands Community College believes in giving each employee the freedom to express him/herself by being able to choose the style, color, and fashion of the attire they wear, within the stated guidelines of this policy and procedure. How we look determines how we are perceived and treated by others. Good appearance benefits us individually; good appearance also benefits those we encounter in other business situations. In deciding what attire is professional or business like, employees should keep in mind the personal image they create, as well as the public image of Redlands Community College. We are proud to share a common goal of having a positive, productive, and safe work environment. Our appearance should reflect our pride.

The key to dressing successfully is the use of common sense and good judgment. If you question the appropriateness of any attire, it should not be worn to work. Obviously there are areas of the campus that wear jeans and work shirts every day because of the nature of their work. Areas include, but are not limited to, Physical Plant (i.e., Grounds, Housekeeping, Building Maintenance), Printing Services, and Darlington and Roysse Ranch that deal with farm equipment, animals, and ground maintenance are expected to dress appropriately for the type of work they perform. It is understood these areas are involved in activities that require them to be outside in the elements, involve physical labor and involve work environments that are often hazardous and unclean. However, these employees are also expected to comply with the dress code when it speaks of neat, clean, and not offensive to others.

Redlands Community College has established the following dress guidelines upon the recommendations of employees regarding appropriate dress.

425.1:2 Dress

Compliance with these guidelines is expected at all times, including situations where personal attire may be covered by a lab coat.

A. Inappropriate Dress

1. Caps, head coverings. Head coverings may only be worn when associated with professional or religious affiliation or as they relate to state/or federal legislation. Baseball caps or head coverings are not acceptable unless part of established departmental uniform for hygiene or safety purposes, such as Food Service or working outdoors.
2. Shorts (including Bermuda shorts), mini-skirts, culottes, gauchos above the knee.
3. Blouses, shirts, sweaters, skirts or pants which do not cover the shoulders, back or stomach while standing or sitting.
4. T-Shirts or Sweatshirts. Exception: Displays Redlands Community College or Redlands' insignias worn on Pride Day only.



5. Exercise clothes (sweatshirts, sweatpants, jogging suits, etc.). Exception: Athletic Department personnel are permitted to wear appropriate fitness apparel related to their position.
6. Sheer, low cut/slung garments.
7. Clothing which is torn, faded, stained, frayed or gives an unkempt appearance.
8. Bib overalls.
9. Any jean or jean-styled pant (denim jeans or blue jeans). Exception: Those areas that are involved in activities that require them to be outside in the elements, involve physical labor and involve work environments that are often hazardous and unclean; Can be worn on Pride Day only.
10. Denim or cargo-style capris or cropped pants. Exception: Those areas that are involved in activities that require them to be outside in the elements, involve physical labor and involve work environments that are often hazardous and unclean; Can be worn on Pride Day only.
11. Pants worn below hip level ("sagging").

B. Appropriate Dress

1. Suits
2. Dress pants
3. Casual dress pants (i.e., Dockers, chinos, khakis, etc.)
4. Dress capris or cropped pants
5. Skirts
6. Casual dresses
7. Dress shirts/blouses and collared sports shirts
8. Sweaters/vests
9. Sport coats/blazers
10. Redlands Community College collared shirts, sweaters and khaki pants
11. Any uniform deemed appropriate by each department
12. Colored fashion jeans

Clothing should be clean, neat, in good condition and fit properly. Torn, faded, stained, frayed, or holey articles of clothing are not acceptable.

Shoes should be clean and in good repair.

425.1:3 Appearance

- A. Hair should be clean, combed and professional in appearance. Just as with tattoos and body piercings, hair dyed in non-traditional, vibrant colors can service as a distraction, and therefore, is not appropriate for the workplace.
- B. Control of beards and mustaches will be coordinated by individual departments, if they effect or interfere with job performance and safety.
- C. Cologne, perfume, make-up and specific jewelry may be worn sparingly unless precluded by departmental policy, working conditions, or directives. Sites which house individuals with medically-proven allergies to various fragrances may prohibit use of these substances.



- D. Other than pierced ears, jewelry worn in pierced body parts (e.g., tongue, nose, gauged ears, lips, eyebrows, etc.) may not be visible or detectable.
- E. Tattoos with slogans, graphics, sayings or offensive wording should be covered (e.g., long sleeve shirt, gloves, etc.). Supervisors also have the discretion to require that an employee cover any tattoo(s) or combination of tattoos that could be considered offensive.

425.1:4 Cleanliness

Neat and clean dress demonstrates pride in the job and is a courtesy to those around you. Attention to the principles of hygiene while working is necessary.

- A. Each individual employee is responsible for maintaining personal hygiene needs and cleanliness.
- B. Proper hand washing techniques are important for personal safety and control of infection.
- C. Nails should be neatly trimmed and clean.

425.1:5 Safety

- A. Protective shoes with reinforced toes may be required when specified by the department.
- B. Non-conductive safety shoes may be required when specified by the department.
- C. Personal protective equipment (PPE) may be required when specified by the department while conducting specific job duties.

425.1:6 Enforcement

- A. Supervisors should address this policy with all new hires and on an ongoing basis as needed.
- B. Supervisors are responsible for employee orientation and enforcement of this policy since it differs in certain departments. Non-compliance with this policy may result in counseling or appropriate progressive discipline.
- C. Employees arriving at work inappropriately dressed may be directed to clock out for the day and use accrued leave during the time off or take leave without pay, as well as be subjected to disciplinary action according to appropriate institutional policies.
- D. Supervisors, in consultation with Human Resources, will make the final decision if there is any question regarding proper attire and cleanliness.

425.1:7 Pride Day

Unless otherwise notified, Friday of each week will be considered Redlands Pride Day. On this day, it is acceptable for faculty and staff to wear a shirt, sweatshirt, or blouse that displays Redlands Community College or Redlands' insignias and denim jeans or



capris in lieu of their regular professional apparel. There may be times, other than a Friday, that Redlands will declare a Pride Day (i.e., Student Orientations, Back-to-School Bashes, Campus Clean-up Days, etc.), which your supervisor should notify you in advance.

The 425.1:3 Appearance, 425.1:4 Cleanliness, 425.1:5 Safety and 425.1:6 Enforcement all apply on Pride Day as well.

425.1:8 Exceptions

- A. During unusual inclement weather, such as snow and ice, dress exceptions in footwear and attire may be appropriate.
- B. When an employee's workday involves a lot of moving or lifting of materials, bending, filing, or working in confined spaces, a more casual appearance is appropriate. This is referred to as "Manual Work Day." The immediate supervisor and vice president over the position must give prior approval for manual work day attire which may include jeans and athletic shoes.
- C. Requests for exceptions for medical (e.g., foot surgery requiring a special shoe), religious reasons or other reasons must be reviewed with the supervisor and any deviation from policy, not already identified elsewhere in this policy, must have supervisor's approval.
- D. If the employee is working in a student capacity position, then they are exempt from having to adhere to this policy and procedure.

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