

*Series 4000 – Personnel*

SP 4050

All Personnel

Dress and Grooming

Employees shall maintain professional standards of dress and grooming that demonstrate a high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students.

Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs and alcohol.

Clothes shall be sufficient to conceal undergarments at all times. Clothing with see-through, or mesh fabrics, halter tops, off-the-shoulder or bare midriffs are prohibited. Dresses and skirts shall be modest and extend to mid-thigh. Leggings are permitted only under shorts, skirts, dresses and tops that extend to the mid- thigh. Shoes should be appropriate for the job being performed and flip flops are excluded from any location.

Although this standard of dress is meant to not to be restrictive, the below clothing/attire items are conditional:

Office Staff (Klamath Lane, SCCTC)

Employees are expected to dress professionally in business casual attire. Should an employee's day require meetings, presentations, or events of a formal nature, employees shall dress appropriately for the occasion. Jeans that are free of holes, tears and fraying are permitted on those day designated as dress down days. Unless otherwise announced by the Superintendent, all Fridays shall be considered a dress down day.

Campus Staff (assigned to a campus, Shady Creek, Technology or Facilities)

Employees are expected to dress professionally for their job. Pajama bottoms, unkempt sweats and leggings as pants are prohibited. Jeans that are free of holes, tears and frays are permitted. Shorts, that are conducive to job performance, may be worn only if they extend to mid-thigh. Clothes should fit properly for safety.

Maintenance, Custodial and Kitchen staff shall wear safety boots and/or shoes.

SCSOS shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

SCSOS shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

SCSOS shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary. This policy shall be enforced in the same manner and with the same effect as all Superintendent policies, and any violations thereof shall be addressed through the disciplinary procedures set forth in any applicable policy or collective bargaining agreement.