

OWENS COMMUNITY COLLEGE
PROCEDURES

Non-Bargaining Employees - Professional Attire Procedures

PROCEDURES:

1. Purpose:

To provide procedures for full time and part time non-bargaining unit staff members on the dress standards for college employees during work hours or while participating in college functions. Each employee is to represent the College in a professional manner, as we serve students, each other, and the community.

2. Details:

- a. All employees will present in a professional manner. Each supervisor has authority, but only as approved by the Vice President over the supervisor's area, to determine/use their discretion regarding professional attire standards for their department.
- b. Any clothing worn during regular business hours and for college functions should be in good repair, free of holes, tears, rips, and stains.
- c. The following attire is not permitted: tank tops, midriffs, shorts, flip flops, sweat suits, hats, pajamas, athletic-type clothing. Jeans are only allowed on Fridays, as noted in Item 3.
- d. Supervisors must ensure their employee(s) are made aware of, and understand, these professional attire procedures.

3. Exceptions:

- a. Fridays.

Each Friday the College will recognize an Owens Spirit Wear Day. Employees may wear jeans, pants, or skirts along with an Owens Community College branded top. This may include Owens spirit wear purchased from the bookstore, custom ordered items, or those provided for some staff roles. Spirit wear from other colleges or universities is not acceptable. If an employee chooses not to wear an Owens spirit wear top, a shirt/top that meets the general attire requirements should be worn, as noted in Item 2.
- b. Exceptions may be made on a case-by-case basis by the employee's supervisor for a specific documented reason, and specific day.

These procedures repeal and supersede language, which addressed clothing, of the 3358:11-5-07 Daily Work Schedule procedures

Effective Date December 2, 2019