

EMPLOYEE DRESS CODE POLICY

1. All employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours.
2. Professional attire is required except on days that are deemed as casual or dress down days.
 - Even though the standard of dress may be relaxed on these days, employees must keep to a quality standard of dress.
3. No clothing, personal grooming, or hygiene practices should distract others or create a safety hazard to you or your co-workers.
4. We expect all employees to use good judgment in deciding what appropriate dress for work is.
 - Various positions require different standards of dress.
 - If you have any questions on the dress required for your position, please see your supervisor.

Examples of appropriate attire would be:

- ◆ Suits/pantsuits
- ◆ Dresses/Skirts
- ◆ Professional Slacks - No Jeans
- ◆ Professional Capri pants
- ◆ Blazers/Sweaters
- ◆ Blouses or collared shirts
- ◆ Jeans, appropriate T-shirts, & sweatshirts (on casual days only)

Examples of inappropriate dress for all employees include:

- ◆ Torn, tattered, or ripped clothing
- ◆ Tank tops with spaghetti straps, halters, or tube tops
- ◆ T-shirts or sweatshirts with inappropriate slogans or pictures
- ◆ Baggy Sweatshirts
- ◆ Revealing attire - baring cleavage, chest, back, midriff, or undergarments
- ◆ Lycra or spandex materials - such as lounging clothing, exercise clothing (with the exception of P.E. teachers), etc.

- ◆ Flip flops (beach or shower type) and Bedroom Slippers
- ◆ Short skirts/dresses (length of skirts/dresses must go to individual's fingertips or longer)
- ◆ Shorts

EXCEPTIONS:

Employees working in Maintenance, Custodial, Technology, Warehouse, Physical Education, or Health/Nutritional Services are to wear uniforms if provided. However, when approved by the appropriate administrator, employees of these departments may wear:

- ◆ Jeans
- ◆ Casual or utility work pants
- ◆ T-shirts or sweatshirts without inappropriate pictures or slogans, and not tattered or torn
- ◆ P.E. teachers may wear professional shorts

For safety and cleanliness, hair should be worn so as not to obstruct vision - tied back securely and kept in a hat or hair net.

Please contact your supervisor or Director of Human Resources.



LEGAL REFERENCE:

Idaho Code Section 33-512 (Governance of Schools)
As directed by the MHSD School Board of Trustees

ADOPTED: November 20, 2012
Reviewed: November 21, 2017