POLICIES

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COPP Section:	Personnel	Revision Date(s):	08/28/01, 02/07/17
Department/Office:	VP Admin & Operations		

Personal Appearance

College employees should show good judgment and careful consideration in their appearance while at work. As professionals, they should dress and groom in a manner that reflects their pride in the College and their respect for the students, as well as their responsibilities as members of an Arkansas state agency.

Clothing should always be clean and in good condition, and it should be appropriate for the job assignment and work location. Some activities may require a traditional business attire, while other circumstances may call for a less-formal casual business dress. Safety items may be necessary in some cases. The President of the College may declare certain days as casual days.

On those occasions when instructional or extra-curricular activities, specific job duties, community-related events, or medical considerations require deviation from standard dress, employees should notify their supervisors so that exceptions may be made.

Immediate supervisors are responsible for enforcement of this policy among their staff. Consequently, they should set a good example by their own appearance. Employees who dress inappropriately will be required to take personal leave time to change into more acceptable attire. Continuing disregard of the personal appearance standards will result in additional disciplinary measures as provided for in the College Operating Policies and Procedures.