

Title: Employee Dress Code and Guidelines-Regulation

All employees of the Council Bluffs Community School District will adhere to the Employee Dress Code and the guidelines set forth. The guidelines are differentiated for employees in the two categories of:

- Administrators, Teachers, Paraeducators, Clerical and Health Staff
- Custodial, Nutrition Service and Maintenance Employees

Administrators, Teachers, Paraeducators, Clerical and Health Staff

General appearance guidelines include, but not limited to the following:

- Jeans, shorts or sweatpants/warm-ups shall not be worn in the workplace unless required for performance of the duties of the job and as approved by the building administrator.
- Clothing that promotes any product or business that is illegal for minors shall not be worn in the workplace.
- The following footwear shall not be worn in the workplace: Slippers and flip flops or sandals with no defined heel.

Upon approval of the building administrator, these guidelines may be waived for participation in a designated “school pride” day or event.

Safety Guidelines:

At the direction of the building administrator, sandals and high heeled shoes or footwear that does not sufficiently protect the employee from a hazard or injury may be specifically prohibited when the job assignment is such that the employee may:

- be exposed to hazardous materials.
- work on wet, slippery, rock or gravel surfaces.
- be required to engage in appropriate physical restraint of a child or children on a routine or regular basis.

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In certain circumstances employees may be required to wear shoes consistent with standards for the job duties and occupational hazards. In such cases shoes must be consistent with safety practices and OSHA standards for the workplace. This may include non-slip and/or steel toed shoes or boots as identified by OSHA standards for a specific job category.

For safety reasons all employees shall wear appropriate safety and protective devices when engaged in work where it is required. In positions where OSHA guidelines apply, personal protective equipment will meet current safety standards. Such protective equipment includes but is not limited to:

- Eyeglasses, goggles
- Ear plugs
- Shields, gloves or sleeves
- Hardhats
- Hairnets
- Dust masks

Custodial, Nutrition Service and Maintenance Employees

General Appearance Guidelines:

- Employees are expected to wear appropriate work clothing including uniforms as provided by the District.
- Blue jeans, shorts or sweatpants/warm-ups shall not be worn in the workplace unless required for performance of the duties of the job and as approved by the building administrator.
- Clothing that promotes any product or business that is illegal for minors shall not be worn in the workplace.
- District uniforms will be worn and will be clean and free of rips, tears and stains.

At the direction of the building administrator, these guidelines may be waived for participation in a designated “school pride” day or event.

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Safety Guidelines:

For safety reasons, the following shoes are prohibited in the workplace:

- Sandals and Flip Flops of any kind
- Open Toed Shoes
- Backless Shoes
- High heeled shoes

Shoes must be consistent with safety practices and OSHA standards for the workplace and may include non-slip and/or steel toed shoes or boots as identified by OSHA standards for a specific job category.

For safety reasons all employees shall wear appropriate safety and protective devices when engaged in work where it is required. In positions where OSHA guidelines apply, personal protection equipment will meet current standards for safety. Such protective equipment includes but is not limited to:

- Eyeglasses, goggles
- Ear plugs
- Shields, gloves or sleeves
- Hardhats or helmets
- Hairnets
- Dust masks

Policy Enforcement:

Any questions about the application of this policy should be directed to the appropriate building administrator. If there is a concern about a particular employee's appearance, the building administrator will promptly discuss the concern with the employee when necessary. The employee will be given a reasonable opportunity to correct his/her appearance. The employee's refusal to correct his/her appearance in

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accordance with the dress code or a repeated violation of the dress code may result in disciplinary action, up to and including termination.

Approved: July 24, 2007

Reviewed: _____

Revised: March 27, 2012

April 25, 2017

March 22, 2022