

PERSONAL APPEARANCE

Each employee is expected to dress and groom professionally and appropriately for their specific job duties, presenting a clean, safe, and neat appearance. Clothing (including footwear) and grooming must not pose a safety hazard to themselves or others. An employee unsure about whether attire or grooming is appropriate should consult with the direct administrator or supervisor/manager.

An administrator or supervisor/manager may occasionally approve dress up/down days with specific parameters, although dress and grooming standards still require a clean, safe, and neat appearance.

Kitchen and food service employees shall wear attire and groom their hair as required by their departments, consistent with the requirements of state and federal law.

Employees are prohibited from wearing clothing with offensive wording (sexually related references or inappropriate language) or that promotes the use of illegal drugs, prohibited substances, or alcohol. The prohibition includes any clothing or grooming that would create an educational disruption.

If an employee requires a reasonable accommodation regarding personal appearance for bona fide legal reasons, the employee shall contact the administrator or supervisor/manager to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the District will accommodate such requests.

***NOTE:** This policy is not meant to prohibit or discriminate against any protected class including race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard victims of domestic violence or sexual assault, or any other class that becomes protected by federal and/or state law.*

References: NRS 388.1265 and 388.1267

PERSONAL APPEARANCE - ADMINISTRATIVE REGULATIONS

All employees should practice common sense rules of neatness, good taste, and comfort. The District reserves the right to determine appropriate dress at all times and in all circumstances.

When the District believes an employee's dress or grooming does not comply with the personal appearance guidelines, the administrator or manager/supervisor will address the issue with the employee. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action.

The District may send employees home to change clothes or remedy a grooming issue should it be determined that dress/grooming is not appropriate.

If an employee feels aggrieved by the personal appearance guidelines, the dispute resolution process provided in the District's personnel policies may be used.