STANDARDS OF DRESS AND GROOMING

1. Clothing
   A. Employees whose primary work location is an office environment are expected to wear business clothing. Attire is expected to be clean, pressed, in good repair (not torn, ripped etc.) and well fitting.

      1) Acceptable business attire for women includes dresses, skirts, suits, or slacks/trousers worn with blouses, sweaters and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated. Denim jeans and tennis/athletic shoes are not considered appropriate office attire.

      2) Acceptable business attire for men includes suits, slacks/trousers worn with collared shirts, collared sport shirts, dress shirts, sweaters and/or jackets. When appropriate, ties deemed should be worn. Denim jeans and tennis/athletic shoes are not considered appropriate office attire.

   B. If uniforms are provided for employees, employees are expected to report for work in the departmentally assigned uniform. Uniforms are expected to be clean, pressed and in good repair.

   C. Employees may not wear the following:

      1) Bib overall style clothing.
      2) Head bandanas or gang affiliated attire.
      3) Tee shirts or jerseys with offensive language or graphics, drug/alcohol-related logos, or gang related materials, including logos related to team sports.
      4) Uncovered spandex pants/leggings.
      5) Shirts or dresses with spaghetti straps unless covered by a jacket, blouse or other outer garments; shirts that expose stomach or midriff area; halter or tube shirts; see-through or fishnet tops.
      6) Low front or low back attire.
      7) Excessively tight fitting or oversized (baggy) garments.

In addition, staff members who work primarily in an office environment may not wear shorts or sweat pants/workout wear. Staff whose assignment includes work outside the office (such as PE teachers) may wear shorts or sweat pants/workout wear when warranted by the weather and their job assignment. Shorts shall be at least mid-thigh in length.

2. Footwear and Accessories
   A. All footwear is expected to be professional and appropriate to the employee's position. Shoes are to be neat, clean and in good repair. Safety should be considered when heels worn are higher than three inches. Flip-Hops or thongs are prohibited for all employees. Flip-flops or thongs are defined as having a flat rubber sole held on the foot by a strap fitted between the first two toes.

   B. Employees working consistently outside of an office or a classroom, such as in a warehouse environment, playground, or other areas as approved by a supervisor, may wear protective clothing, including clothing displaying the San Bernardino County Superintendent of Schools (SBCSS) embroidered logo during working hours. Protective head coverings are not to be worn in any office or classroom, but only when working outdoors or while off duty. All protective clothing is expected to be in good repair, neat and clean.

3. Tattoos and Jewelry
   A. Tattoos that are vulgar, lewd; depict nudity, violence, drug use, and gang or prison affiliation or create a distraction in the work environment must be covered.

   B. All jewelry worn by employees must be appropriate so it does not detract from a professional appearance, pose a safety hazard or create a distraction in the work environment.

4. Personal hygiene
   A. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance.

   B. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive or can cause allergic reactions and are to be used in moderation out of concern for the comfort of others.

   C. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed. For safety purposes, hair must be properly restrained for its length and job assignment. Flair coloring should be within the range of natural hair colors.

Issues or disagreements arising from enforcement of this policy and procedure shall be reviewed by the division head or designee and/or Human Resources Assistant Superintendent or designee.

RESPONSIBILITIES

1. Each new employee will receive a copy of the policy during orientation. Employees will be allowed up to 120 calendar days from the date of adoption of this policy to become compliant with the written policy and procedure. On a case-by-case basis, in the event of a financial hardship an employee should contact their division head to request an extension.

2. Supervisors are responsible for explaining and enforcing the dress and appearance policy. Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change without compensation.
3. Consistent with this policy, exceptions can be made at the department level by the Division Head due to the nature of work, special events, or departmental clean-up.

Approved: 12/18/2007
Revised: 02/11/2010