

TITLE: Dress and Grooming: Employee Standards (Professional Appearance)

Approved by: <u>Rob Gregor</u> <i>Rob Gregor, Superintendent of Schools</i>	Series: Personnel Version: 2 Effective Date: 2/17/2026 Previous Policy Date: Unknown Revised By: Committee Policy Number: SP 4119.22
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The Yuba County Office of Education (YCOE) believes that appropriate dress and grooming by its employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor and department head.

Purpose

The purpose of this directive is to outline basic standards expected of YCOE employees at all worksites.

Philosophy

YCOE employees are expected to present a positive public image. The standards below provide for a consistent approach to positive public relations.

Specific Standards**1. Work Hours**

- a. Employees are expected to be at work on time and not leave early except for approved medical or dental appointments or for other reasons that have been entered into the absence management system and approved in advance by the immediate supervisor.
- b. Employees are entitled to two breaks per day of no more than 15 minutes each. Break times are to be coordinated by the immediate supervisor.
- c. All employees are entitled to a lunch break not to exceed one hour, dependent upon terms of employment.

2. Appearance of Work Area

The goal is that books, binders, and other materials (not being immediately used for work) be neatly stored in bookcases or other accessible storage areas. It is understood that administrative support is needed to exercise this standard. Needs or problems in this regard should be directed to the immediate supervisor.

3. Tobacco-Free Workplace

The Yuba County Office of Education prohibits smoking and/or the use of tobacco products at any time in YCOE-owned or leased buildings, on YCOE property, and in YCOE vehicles. Vaping is also prohibited and violates the YCOE Tobacco-Free Schools policy. (SP 3513.3 Tobacco-Free Schools; AR 3513.3 Tobacco-Free Schools) (Health and Safety Code 104420,104559)

4. Drug and Alcohol-Free Workplace

See Superintendent Policy 4020

5. Staff Bringing Children or Others to Work

Staff members are not to bring their own child/children or others to the workplace during employee's working hours. Any exceptions (which shall be emergency and nonroutine) must have prior approval of employee's supervisor and department head.

6. Courtesy

A polite, courteous, service-oriented approach is expected of all employees in our relationships with others. This applies to communication by telephone, in the office, in the school, or in any County Office facility or while on any County Office business regardless of location.

7. Team Atmosphere

- a. All County Office employees are expected to be supportive of the organization, of each other, and are to help each other to achieve the best possible results. Well-intended staff input is welcome. Everything we do is a group effort. We are all part of one team.
- b. All County Office employees are also expected to foster and build upon positive team relationships with the school districts and other agencies we work with. It is up to us as County Office employees to take the lead and be a model for others in this regard.

8. Professional Appearance

- a. Employees shall report to work dressed in a manner that is appropriate and consistent with their job assignments (Exhibit A). No clothing shall be worn which:
 - i. Creates a health and/or safety hazard
Examples: jewelry, shoes (i.e. flip flops), hair, fingernail length, baggy/loose clothing, strong perfumes/colognes, anything that creates a health and/or safety hazard.
 - ii. Is excessively revealing
Examples: low-waist pants; undergarments that show between top and bottoms when standing, bending, stooping or sitting; clothing that is too tight; tops with spaghetti straps; strapless tops; halter tops; sheer clothing.
 - iii. Displays any words, pictures, or designs which would be considered by reasonable standards to be vulgar, profane, or otherwise inappropriate for the

workplace.

Examples: slang/swear words; gang colors and/or symbols; drug, alcohol, or tobacco words and/or pictures.

- b. Employees may not observe a casual dress code unless prior approval has been granted by the department head. Acceptable items include clean, well-maintained jeans, casual slacks, and YCOE branded apparel. Please ensure all attire is appropriate for a professional work environment. If you are meeting with clients, please adhere to standard business attire.
- c. Employees who work on a campus that has a different standard of dress code will follow the dress code of that school/site.
- d. Employees are expected to wear professional, safe, and appropriate footwear while at work. Shoes should be clean, in good condition, and suitable for the employees’ work environment. Flip flops, beach sandals, or similar casual footwear are not permitted.

Employees are expected to follow the above policy as well as any policy established by another agency at your worksite. Example: school district, job site, Juvenile Detention Facility

State

Ed. Code 35160.1
 Gov. Code 12926
 Gov. Code 12940
 Gov. Code 12949
 Gov. Code 3543.2

Description

Broad authority of school districts
 Prohibition of discrimination; definitions
 Unlawful discriminatory employment practices
 Dress standards, consistency with gender identity
 Scope of representation

Management Resources

CA Dept of Fair Employment and Housing Publication
 Court Decision

Description

Transgender Rights in the Workplace

 San Mateo City School District v. PERB (1983) 33 Cal. 3d 850
 Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189
 East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856
 Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

Public Employment Relations Board Decision

Santa Ana Unified School District (1998) 22 PERC P29, 136

Public Employment Relations Board Decision

Inglewood United School District (1985) 10 PERC P17, 000

Website

[California Public Employment Relations Board](#)

Website

[California Department of Fair Employment and Housing](#)

Cross References

Code	Description
0430	<u>Comprehensive Local Plan For Special Education</u>
0430	<u>Comprehensive Local Plan For Special Education</u>