

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: November 18, 2004

REVISED: August 17, 2006

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the school's operation and programs.
2. Authority SC 1850.1	The Joint Operating Committee has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational and operational processes.
3. Guidelines	<p>All classified employees shall, when assigned to duty:</p> <ol style="list-style-type: none"> <li>1. Be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</li> <li>2. Be groomed so that hair style does not cause a health or safety hazard.</li> <li>3. Utilize safety gear.</li> <li>4. All classified employees may be required to wear work uniforms that reflect the industry standard.</li> </ol>
4. Delegation of Responsibility	If an employee feels that an exception to this policy would facilitate completion of assigned duties, a request should be made to the immediate supervisor.