



Department: HUM
Policy Number: HUM-A063
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

CMCSS EMPLOYEE DRESS CODE

The Administration believes that CMCSS employees should meet and exceed standards of dress required of students, as stated below. Since proper etiquette, social customs, and good grooming are part of the educational process for students, it too should be a requirement of the professionals who support the educational process.

Supervisors should exercise the primary authority in determining appropriate dress and grooming for employees in their respective departments and buildings. They will make these determinations based on efficient completion of job duties, employee safety and generally accepted principles of professionalism.

Supervisors will assume responsibility for determining compliance with Dress Code standards and will consider any requests for exceptions made on the basis of religious preference or disability accommodations. It is the responsibility of the Chief Human Resource Officer or designee to work with Supervisors and Department Leaders in encouraging consistent application of dress code standards and for determining when and if exceptions to these standards should be made.

It is not the intention to restrict an individual's right of expression as long as that expression is within the norms outlined above. Individual expressions in conflict with these guidelines may be considered appropriate if they are religious in nature or are required as a disability accommodation. In these situations, the employee should discuss the request for an exception with his or her Supervisor. It is recommended that the Supervisor then review and discuss any such requests with the Chief Human Resource Officer or designee to ensure compliance with federal and state legislation.

If uniforms are provided, employees will be required to wear them during work hours unless during designated events (school spirit days, etc.) that the Principal has designated as a temporary exception to this requirement. Existing laws and/or school regulations requiring the wearing of protective clothing, eye shields or other dress for the health or safety of employees must be followed. Footwear must be appropriate to the job responsibilities of the employee and to the environment in which the employee works.

In certain departments, building or schools, jeans may be deemed appropriate attire for the working environment. Employees are advised to consult with their respective Supervisors regarding the ability to or not to wear jeans.

The standards below have been taken directly from the Student Code of Conduct:

- Attire must not be destructive to school property (i.e. body chains, spikes).
- Headwear or hair rollers are prohibited inside buildings. Extreme hair styles or colors that are distracting to the educational process cannot be worn.
- Bare midriffs, see-through garments, undergarment type shirts, bare backs, halter tops, low-cut blouses and low-cut pants, mini-skirts, tank tops, and cut-offs are prohibited.

- No spandex or exercise wear is permitted (exceptions may be made for PE teachers and coaches when appropriate).
- Leggings are permissible when worn with outer garments that are longer than mid-thigh.
- Skirts and dresses must be longer than mid-thigh.
- Obscene, profane, provocative, or inflammatory words or pictures on body/skin, clothing or jewelry, or clothing advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products are prohibited.
- Visible body piercing jewelry, with the exception of earrings, is prohibited by employees at their work station or at school-sponsored activities and in CMCSS buildings serving the public.
- Body art, jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed.
- Clothes with holes in them are not permitted.

Implementing Procedures: None

Associated Documents: Employee Handbook (HUM-M001)

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/1/2013	IR	
7/24/13	A	Add Note statement to Revision History
4/7/15		Reviewed, no changes

***** End of Policy *****