

# Professional Appearance



Central Georgia Technical College offers educational programs, training, and services designed to contribute to economic and workforce development. Working in the dynamic environment of higher education involves constant interaction with students, business and industry representatives, and the general public. Therefore, faculty and staff are expected to project professionalism in their dress and appearance while they are representing the institution.

No procedure on professional appearance can adequately cover every possible combination of acceptable clothing, but this document provides a general framework to help guide employees in making decisions. Employees are encouraged to use good judgment about what is appropriate and to consult with their supervisors or HR regarding specific questions about the application of this procedure.

## ***Daily Business Attire***

Business attire should be worn daily (Monday-Thursday) and should reflect positively on the college and the employee. Proper business attire guidelines will be observed regardless of whether or not credit classes are in session.

Acceptable Daily Business attire may include the following:

Women: skirts, blouses, sweaters, slacks, khaki pants, dresses, dress shoes or work appropriate shoes, blazers and jackets as appropriate for meetings with customers, community partners, or stakeholders

Men: dress pants, dress shirts, collared shirts, khaki pants, sweaters, dress shoes or work appropriate shoes, suit/jacket and tie as appropriate for meetings with customers, community partners, or stakeholders.

***Note: Employees issued CGTC uniforms (i.e. Police/Security and Maintenance/Custodial Staff) and employees following uniform requirements prescribed by CGTC clinical partners for clinical classes are exempt from the above guidelines. Additionally, employees working in industrial laboratory environments and employees working to install or repair college equipment (i.e. Information Technology Staff) are***

***exempt from the above guidelines when the supervisor deems that such an exemption is appropriate.***

### ***Casual Friday Attire***

Casual attire may be worn each Friday, unless the occasion/schedule calls for business attire.

Acceptable casual Friday attire may include the following:

- Denim jeans that are not ripped or torn
- Shirts and tops (CGTC apparel is encouraged)
- Capri pants, denim skirts (use fingertip rule)
- Athletic Shoes

### ***Inappropriate Attire***

- Mini dresses or skirts (use fingertip rule)
- Shorts of any length (unless participating in outdoor industrial training or approved/sponsored athletic instruction or activities)
- Muscle shirts, tube tops, tank tops without an over-shirt
- Sagging pants
- Tattered or ripped jeans
- Tights as pants
- Leggings
- Exposed skin in the midriff area
- Flip-flops
- Any article of clothing that has wording offensive to others based upon race, color, religion, national origin, sex or age

### ***Monitoring***

The Vice President of each division is responsible for monitoring and enforcing this procedure. The procedure will be administered according to the following action steps:

1. If questionable attire is worn by an employee, the immediate supervisor will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious procedure violation occurs, the Vice President or his/her designee will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.

3. Repeated procedure violations will result in disciplinary action.

To request an accommodation to this procedure, refer to TCSG Procedure 4.6.2p, Reasonable Accommodations in Employment.

*Revised March 2018*

References:

TCSG Procedure 4.6.2p, Reasonable Accommodations in Employment

TCSG Procedure 4.6.2p.a1.Attachment, Reasonable Accommodation Request Form