

### **D.4.3.1 (Procedure) Personal Appearance and Uniforms**

Responsible Department: Human Resources

Based on Board Policy: [D.4.3](#) - Personal Appearance and Uniforms

Approved: 4-28-09

Last Amended: 5-29-17

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All College District employees are expected to arrive for work in season-appropriate, professional attire. Every employee is expected to exemplify the professional conduct and standards of appearance of their discipline/profession for students. Faculty members should present the standard of dress appropriate for jobs in the discipline taught. Staff and Administrators should maintain a standard of dress appropriate for the profession they have been hired to practice.

Some basic essentials of appropriate dress include the need for the individual and for clothing/uniform to be neat and clean.

Managers and supervisors have a responsibility to determine a professional standard of dress for their work area. Management may make exceptions for special occasions.

The College or Alamo Colleges District ID badge should be carried at all times while on duty. Supervisors are responsible for ensuring each employee has an ID badge while on duty and is accessible or worn visibly based on the requirements of the department and job.

Employees who do not meet the professional standard may be sent home to change and will not be paid for time off. An employee who is unsure of dress standards that are appropriate for the particular workplace should check with his/her manager or supervisor for clarification.

Procedure [D.4.3.1](#) Personal Appearance and Uniforms