

PANOLA COLLEGE DRESS CODE STANDARDS

Panola College's objective in establishing a work dress code is to enable our employees to project a professional image. Because our business of higher education requires the appearance of trusted professionals and we serve our students on a daily basis, a dress code is necessary for our employees. We must project the image of a trustworthy, knowledgeable business professional for the students and campus visitors who seek our guidance, input, and professional services.

Please follow these tips for proper dress attire:

Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Sports team, university, and fashion brand names on clothing are generally acceptable. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a business casual setting.

Certain days can be declared dress down days, generally Fridays or days that work duties require a more relaxed attire. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed. Clothing that has the college logo is encouraged.

Guide to Business Casual Dressing for Work

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources office.

Slacks, Pants, and Suit Pants

Slacks similar to khakis and cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, windpants, and exercise pants, shorts of any kind, bib overalls, leggings, and any spandex or other form-fitting pants.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office. Inappropriate attire for work includes tank

tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, oxfords, clogs, boots, flats, dress heels/shoes, and leather deck-type shoes are acceptable for work. Flashy athletic shoes, thongs, flip-flops, slippers, etc. are not acceptable in the office. Closed toe and closed heel shoes are preferred but not required.

Jewelry, Tattoos, Makeup, Perfume/Cologne

These items should be in good taste with limited visible body piercing and/or tattoos. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Other Departments

Employees that work in maintenance, campus police, college store, athletics or certain technical programs are subject to uniforms or a more casual attire due to the job duties performed. Employees should ask their supervisor or Human Resources for guidelines.

Conclusion

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.