

College Procedure:	404.8 - Dress Code
Policy Reference:	404 - Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources
Effective Date:	9/26/2011

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

Explain the dress code and the conditions allowing the wearing of jeans to work.

The Procedure

It is the expectation of Kirkwood Community College that employees dress and groom appropriately for their job and in a way that is considerate of their co-workers and that represents the College in a positive light to its students, customers, and community. Kirkwood recognizes that appropriate attire may vary depending on the department and type of position. It is the responsibility of the Dean or supervisor of each department to ensure that employees are dressed appropriately. Dress and grooming expectations should be equitable, reasonable, and not enforced in a discriminatory manner.

Employees may wear jeans each Friday during summer hours. Employees must use good judgment when wearing jeans. They should be one solid color (no acid wash); no rips, tears or cut-offs. Shorts are not allowed. Employees are also encouraged to wear a Kirkwood shirt on jean Fridays. Shirts and tops should also be appropriate for work, similar to what you would wear on a regular workday. Supervisors have the discretion to send an employee home, on the employee's own time (unpaid), to change clothes if their attire is found to be inappropriate.

Employees who participate in the United Way campaign and purchase jeans day stickers may wear jeans as designated in the United Way jeans packet.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approver	Brief Description of Change
1	9/26/2011	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/9/2017
3		Cabinet	Procedure Template 5/29/2019