

2454 – Professional Dress

The employees of Barton Community College recognize the essential role they play in maintaining the image and reputation of the college. Further, they acknowledge that how the college community presents itself evidences alignment with our educational mission. Thus, all employees are expected to portray a **professional image** (clothing and hygiene) consistent with the employee's position, while working or representing the College. Business casual is the College's standard dress code. An employee's appearance should convey a positive, professional impression whether meeting with students, parents, coworkers, vendors or the general public. Clothing that is considered inappropriate includes, but is not limited to:

- Clothing with profane, vulgar or hateful images or text;
- Shorts or sweatpants (Exception: coaches and athletic trainers in appropriate setting);
- Leggings worn as pants as opposed to leggings underneath a dress or skirt;
- T-shirts (Barton attire and logo are permitted);
- Exercise clothing (Exception: coaches and athletic trainers in appropriate setting);
- Jeans that are worn to the point of sagging, presenting rips or holes, and have frayed and split seams;
- Halter and spaghetti strap shirts or dresses;
- Footwear typically worn for weekend excursions such as camping, swimming, etc. (non-professional Flip-flops);
- Ball caps and stocking caps (Exception: employees working outdoors).

If a supervisor or administrator deems that an employee's appearance is inappropriate, the employee may be sent home to apply appropriate remedies to align with the College's dress code procedure.

Contact(s)

Director of Human Resources

Related Form(s)

Relevant Policy or Procedure(s): [1435 – Employee Conduct and Discipline](#)

Approved by: President

Date:

Revision(s):