

Refer to Section Personnel  
Human Resources Unit  
**Dress Code**



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**Policy:**

It is important that all employees project a professional image of Midway College. During business hours and when representing the college, employees are expected to present a well-groomed, neat and professional appearance at all times. Personal appearance represents professionalism, pride and dedication to the institution. Employees should dress and groom themselves according to the requirements of their position and accepted social standards, remembering to show respect for customers and colleagues.

**Procedures:**

Employees are expected at all times to present a professional, businesslike image to customers, students, and the public. Employees should avoid extremes in dress; clothing, jewelry and other personal items should be in good taste and suitable for a professional work environment.

**Signs, Slogans, Pins or buttons.** Employees may not display any sign, slogan, pin button or other items which contains words or symbols offensive or insulting to any group or individual.

**Work Clothes and Uniforms:** Work clothes and uniforms are provided for some departments. In these cases, the employee is required to wear them at all times on the job.

**Personal Safety Equipment & Protective Clothing:** Personal safety equipment and protective clothing such as safety glasses, gloves, safety shoes etc. must be worn where required by working conditions and/or hazards. Determination of any employee's need for safety equipment and protective clothing is a matter of college policy and a supervisory responsibility and will be treated as such. Work safety appearance standards may be established in departmental rules.

**Below are some general guidelines for appropriate attire:**

**Business Professional:**

Men: Business suits, trousers, dress shirt & tie. Sport coats, sweaters and/or vests and appropriate shoes

Women: Suits, skirts, blouses, dresses, sweaters, dress slacks, dress crop/capri ensembles and appropriate shoes. Jackets or blazers may be required depending on the employee position.

**Acceptable Business Casual:**

Open collared shirts, polo shirts, golf shirts, blouses, casual knit tops or sweaters

Clean, neat (i.e. pressed) and well fitted pants, slacks or skirts

Loafers, flat shoes, sandals (on the dressy side)

Midway College logo apparel that conforms to these guidelines

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**Not acceptable:**

Baseball caps

Jeans or denim attire (irrespective of fabric color)

Tank/Halter/Crop/low cut tops and backless dresses

Spaghetti straps

T-Shirts (unless designated by the President as a day to wear Midway College related T-shirts)

Skirts shorter than 3" above the knee

Spandex

Flip flops, beach sandals, athletic shoes (unless your job is athletic related, maintenance, housekeeping or grounds)

Shorts of any type (unless your job requires it)

Athletic attire or sweat pants (unless your job is athletic-related)

No visible tattoos or body piercings (excluding earrings)

No suggestive attire

These guidelines are not intended to be all inclusive. Similar items of casual attire not that do not present a business like professional appearance and are not named above are also not acceptable. Please remember that common sense should dictate employee selection of attire for work. If one has to ask whether attire will comply with the Midway College guidelines for appropriate clothing – one probably should not wear it.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not compensated for any work time missed because of failure to comply with this policy. Violations of this policy may result in disciplinary action.