

## Yazoo City Municipal School District

### Employee Dress Code – Board Approved 1.17.2019

As a professional organization that serves the public, the appearance of Yazoo City Municipal School District (YCMSD) employees is a direct reflection on the agency. All staff are expected to dress in a neat, clean, professional manner that is in accordance with the standards and circumstances detailed below.

- A. **General Appearance.** Appropriate dress and personal hygiene are the employee's obligation. Each employee will present an orderly, clean and well-groomed appearance in keeping with the highest standards intended to ensure YCMSD continues its reputation for rendering quality services. Hairstyles for men and women should be neat and well-kept. Employees should be careful not to apply too much fragrance that may be offensive to other staff or the public.
- B. **Body Art and Modification.** Some employees may have tattoos or other forms of body art or modification. Nevertheless, the YCMSD expects that the nature, location, prominence and appearance of existing body art is such that it would not bring the professionalism and/or image of YCMSD into question. For the purposes of this policy, body art and modification are defined as modifying, decorating, changing or altering the appearance and/or form of the body through attachments to body, piercing, tattooing, branding, cutting, insertion of implants and dental ornamentation. This policy is not intended to apply to standard cosmetic tattoos, standard cosmetic or medical modifications, or standard ear piercing. Prohibited body art and/or modifications must be removed or covered during work hours, and include the following:
  - a. Any form of body art or modification that is on the face, scalp, ears, neck or hands of an employee is prohibited under this policy.
  - b. Any form of body art and/or modification that a reasonable person would consider offensive.

All body art will be evaluated on a case-by-case basis by the Office of Human Resources. In the application of this policy, consideration will be given to work health and safety, cultural and/or ethnic religious issues where appropriate in accordance with relevant anti-discrimination and work, health and safety legislation.

- C. **Appropriate Attire.** Guidelines for *Business Casual Attire* shall be followed throughout the year, except for those times when casual attire shall be in effect or when specifically identified in the dress code exceptions section. When meeting with an outside party, YCMSD recommends a more professional look, such as a suit or coat and tie.
  - a. *Business Casual Attire.* YCMSD defines Business Casual as a classic, clean cut, and put together look where a full suit is not required. Below is an overview of acceptable Business Casual Attire. This list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper Business Casual wear and allow employees to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if unsure an article of clothing is acceptable, choose something else or inquire first. Also, it is generally better to be overdressed than underdressed.

- i. Pants - Slacks and khakis are acceptable, provided they are clean and wrinkle free. Form-fitting pants are acceptable only when accompanied by a dress or a long (mid- thigh length) jacket or tunic top.
      - ii. Shirts - Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks are acceptable. Sleeveless tops (for women) must have straps at least two inches wide. Tops with bare shoulders are acceptable only when worn under another blouse or jacket. Avoid tee shirts, sweatshirts, and shirts with large lettering or logos.
      - iii. Dresses/skirts- Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable.
      - iv. Footwear- Dress shoes (heels, flats, boots, sandals, dress thong sandals, etc.) and tennis/athletic shoes are appropriate. However, flat heeled "flip flops," rubber shoes, house slippers, moccasins, crocs, or other recreational shoes are not permitted.
    - b. Casual Attire. Occasionally building administrators may designate a day when Casual Attire is permissible. Participation on Casual Attire days is a personal decision; however, if meeting with the public, the standard business casual dress code will still apply. YCMSD defines Casual Attire as clothing that is comfortable and practical for work while still being neat, clean and not overly revealing. Examples would include tee-shirts with non-offensive slogans or images, blue jeans, and tennis/athletic shoes in good condition.
- D. **Unacceptable Attire**. As a general rule, clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not proper for a professional, casual appearance at work. Clothing that is too tight or reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. When permitted, jeans and athletic footwear are acceptable so long as they are in presentable condition. Listed below are some of the more common items that are **never** appropriate for the YCMSD work environment. This list is not intended to be all-inclusive:
- a. Shorts
  - b. Tank tops
  - c. Mesh shirts
  - d. Cutoff shirts
  - e. Strapless or spaghetti-strap shirts and dresses
  - f. flip-flops, rubber shoes, crocs or other recreational shoes
  - g. House shoes and slippers
  - h. Sweat pants
  - i. mini-skirts or dresses
  - j. Jogging suits
  - k. Caps
  - l. Ripped jeans
  - m. T-shirts with controversial slogans

Styles are changing and will no doubt continue to change. YCMSD realizes that new trends should be accepted as long as they are not offensive. Questions about specific types of clothing should be directed to the Office of Human Resources.

- E. **Dress Code Exceptions.** Exceptions to YCMSD's Business Casual Dress Code is listed below; however, should the day's activities for the staff involve office work, public meetings, or training sessions, the standard business casual YCMSD dress code will apply.
- a. Maintenance and custodial staff will wear uniforms and appropriate footwear.
  - b. Cafeteria workers will wear scrubs and appropriate footwear.
  - c. Gym teachers may wear athletic clothes and tennis shoes.
  - d. Shop teachers may wear jeans and work boots.
  - e. Security staff will wear YCMSD polo shirts and slacks.
  - f. Modified footwear may be worn if therapeutically required on the recommendation of a physician or while exercising during work breaks. (Note: If therapeutically required, the employee must provide supporting medical documentation to the Office of Human Resources.)
  - g. Head coverings worn for religious purposes are permissible.
  - h. Exceptions to this dress code may be made at the discretion of the appropriate Office Director/District Administrator for employees with special work assignments requiring different clothing requirements.

**Enforcement and Disciplinary Consequences.** This dress code policy has been developed with employee safety and business image in mind. YCMSD is confident that employees will use their best judgment in following this policy. Supervisors are responsible for monitoring and enforcing this policy. Repeated policy violations will result in disciplinary action, up to and including termination. The policy will be administered according to the following action steps:

If questionable attire is worn in the office, the respective supervisor will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

If an obvious policy violation occurs, the supervisor will hold a private discussion with the employee, and in some cases, supervisors may ask employees to return home to change. The employee must use personal leave during this absence.

If an employee is verbally counseled and/or sent home multiple times, a written warning will be issued and placed in the employee's personnel file.