

CPTC Procedure: Dress Code

Purpose

Dress and personal appearance contribute to the business image Coastal Pines Technical College (CPTC) presents to students, customers, and visitors. The purpose of this procedure is to set an example for our students and support a safe and professional work environment for every employee of CPTC.

Procedure

It is the standard of Coastal Pines Technical College, a Unit of the Technical College System of Georgia, that each employee's dress, grooming, and personal hygiene be appropriate to the work environment. All employees are required to report to work neatly groomed and dressed in a manner that conveys a professional image based on the employee's occupational area. Violation of the dress code procedure will result in appropriate corrective measures up to and including written notice of disciplinary action. Employees will be required to submit annual/personal leave for any work time missed because of failure to comply with this procedure.

Applicability

This procedure applies to all work units of CPTC, inclusive of all personnel as well as work-study students and interns. The CPTC Procedure: Dress Code may be superseded by conditions specified by regulatory agencies including, but not limited to, OSHA, health department, local and state boards, local instructional area requirements, and hospitals.

Definitions

- **Business Professional Attire**
Business professional attire includes suits, pants, jackets, shirts, ties, skirts, dresses, blouses, socks, and dress shoes.
- **Business Casual Attire**
Business casual attire includes slacks, khakis, collared shirts (with or without ties), sport coats, polo style shirts, dresses, skirts, blouses, Capri pants (tailored and dress material), socks, and appropriate shoes (no sneakers/athletic shoes or flip-flops).
- **Sports Casual Attire**
Sports casual attire includes jeans (with no holes or rips), pullover shirt (including t-shirts and sweatshirts), sneakers/athletic shoes, and sports team shirts/uniforms.

General Provisions

The standard dress code for everyday attire is either business professional attire or business casual attire. Sports casual attire is acceptable on Thursdays, and between semesters or during breaks when classes are not meeting. Uniforms are acceptable for certain professions such as allied health, maintenance, and cosmetology. Instructors in the technical/industrial areas or those working around hazardous equipment are to exercise safety practices when selecting appropriate attire. Technical/industrial instructors are allowed to wear jeans, work boots, safety shoes, and other attire appropriate to the profession. CPTC employees are encouraged to wear a CPTC-issued name badge at all times.

Employees should not wear suggestive attire, tank tops, sleeveless blouses, or dresses, (blouses or dresses with cap sleeves are allowed) shorts, leggings, yoga-style pants, active or athletic wear, flip flops, novelty buttons, baseball hats, any article of clothing or accessory with

wording/imagery that discriminates based on race, color, religion, national origin, sex, and similar items of casual attire that do not present a business-like appearance. Tennis shoes may be permitted upon consultation with Human Resources and either a doctor's note for temporary wear or the approved reasonable accommodation is on file. Please refer to the "Request for Special Accommodation" in this document for instructions.

Tattoos detracting from a professional image anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination must be covered by clothing at all times.

Sports casual attire is not acceptable anytime an employee attends a meeting or event on or off campus with business/industry representatives, community groups, or stakeholders external to CPTC.

Specific Requirements

Certain staff members may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms, PPE, and protective clothing may be required for certain positions to ensure physical safety. These requirements are not optional when performing tasks that include the use of hazardous or potentially hazardous materials/chemicals, herbicides, pesticides, insulation, etc. (i.e., Utility worker/Groundskeeper, maintenance personnel, custodial staff, etc.)

The President of CPTC may designate the dress code that is appropriate for special events/meetings.

Authorities and Administration

While the daily adherence of this procedure is the responsibility of the employee, it is the responsibility of each supervisor to ensure compliance of this procedure. Questions regarding appropriate dress should be discussed with the employee's immediate supervisor.

Requests for Special Accommodation(s)

Requests for special accommodations must be made in writing by completing the ***Request for Special Accommodation(s) form***. The employee should discuss the request for accommodation with his/her immediate supervisor. Together the employee and supervisor will determine and recommend a reasonable accommodation to their Cabinet level supervisor for approval. The Cabinet level supervisor will approve, disapprove, or recommend a modified accommodation based on the request. The Cabinet level supervisor should respond to the request within five (5) business days. The decision of the Cabinet level supervisor will be submitted to the Human Resources Office. The Human Resources Office will notify the employee of the decision within five (5) business days of the date the Human Resources Office receives the decision. Requests for Special Accommodation(s) will be maintained in the employee's medical file. If an employee does not agree with the decision of the Cabinet level supervisor, then he/she may request the accommodation be reviewed by the President or his designee. The decision of the President or his designee is final. CPTC will make every effort to provide reasonable accommodations based on the employee's request.

Responsibility

The Vice President for Administrative Services has the overall responsibility for ensuring this procedure is implemented.

Adopted: May 8, 2014

Revised: November 14, 2023