

Title: Workplace Attire

Control Information

Control Item	Details
Owner/Curator	Melissa Harris
Document #	PolicyHR00051a
Supersedes	None
File Location	www.muddycreekcharterschool.org
Board Approval Date	February 12, 2015
Consult and Notify	ICP, ED, HT, AA, All Staff

Revision History

Revision	Date	Revision Description	Originator
A	2/12/2015	Initial Release	Melissa Harris

1.1. Objective:

The objective of this policy is the following:

- 1.1.1. To ensure that all staff understand what constitutes appropriate workplace attire.
- 1.1.2. To ensure that all staff are dressed in a manner that allows them to complete their job requirements safely and effectively.

1.2. Appropriate Attire

All staff are expected to dress in a neat, clean, professional manner that is appropriate for the work setting. When on duty, all staff shall:

- 1.2.1. Be physically clean, neat and well groomed;
- 1.2.2. Dress in a manner consistent with their assigned duties;
- 1.2.3. Dress in a manner that does not disrupt the educational process or cause health or safety hazards to oneself or others;
- 1.2.4. Be allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment (see PolicyPR00025).

1.3. Non-compliance

If a staff member chooses to wear attire that violates this policy, the Executive Director may do the following:

- 1.3.1. Excuse the staff member from his or her duties until the staff member returns wearing appropriate attire. The employee will not be compensated for time spent changing into appropriate attire.
- 1.3.2. Impose disciplinary action up to and including dismissal for continued violation of this policy.

1.4. Injury Resulting From Inappropriate Attire

- 1.4.1. The school is not responsible for any injury resulting from an employee's decision to wear inappropriate workplace attire.