

D.4.3.1 (Procedure) Personal Appearance and Uniforms

Responsible Department: Human Resources

Based on Board Policy: [D.4.3](#) - Personal Appearance and Uniforms

Approved: 4-28-09

Last Amended: 2-27-15

All College District employees are expected to arrive for work in appropriate, professional attire. Some basic essentials of appropriate dress include the need for the individual and for clothing/uniform to be neat and clean.

Managers and supervisors have a responsibility to determine a professional standard of dress for their work area. Management may make exceptions for special occasions.

Employees who do not meet the professional standard may be sent home to change and will not be paid for time off. An employee who is unsure of dress standards that are appropriate for the particular workplace should check with his/her manager or supervisor for clarification.

For special dress codes for hot weather days from May through August, and Fridays, see <http://www.alamo.edu/district/hr/>.