

4.1.11p. Procedure: OFTC Dress Code

Definitions

Any employee may potentially offer customer services at any time; therefore, this procedure will apply to all employees of Oconee Fall Line Technical College, inclusive of part-time personnel as well as student interns and work-study students.

Procedure

Normal work attire - Professional business attire typical of the occupation, program, or office area where the employee is assigned should be worn. This attire is considered the standard dress expected of all employees. Attire may include OFTC logo shirts, golf style shirts, or any finished-collar shirts and cotton twill type slacks or skirts. Certain days may be designated specifically for OFTC logo attire, such as student registration day or other days designated by the president. Student club attire is appropriate attire for club meeting day and registration day. Blue jeans, t-shirts, and tennis shoes are not acceptable for normal work attire.

Designated special occasions and dress-up days - The attire should shift up from "normal work attire" to include a tie, sport coat, blazer, suit, or lady's dress/suit with skirt or slacks as appropriate. The president will designate special occasion or dress-up days. Capri pants are not appropriate on dress-up days.

Designated clean-up or work days - When it is necessary to conduct rigorous and potentially soiling types of work, employees may wear coveralls, blue jeans, t-shirts or other protective work attire suitable for the task to be accomplished.

Designated casual days – Employees who contribute to the OFTC Foundation may wear casual attire on their regular last day of work (only Thursdays or Fridays), during the week of July 4th, and the last work week prior to the Christmas Holidays (College Closing). Casual attire includes: jeans (free of tears), capri pants, sandals (not beach-type shoes), OFTC T-shirts or sweatshirts.

Name Badges – Always wear these on the upper right side of the chest in a clearly visible position. It is important that our customers and students be able to identify the person with whom they are speaking.

Perfume/Cologne – Please be considerate of others when considering perfume or cologne usage, as many employees and customers have allergies to these fragrances.

Tattoos – Any tattoo with nudity, obscenities or pictures or wording offensive to others based on race, color, religion, national origin or sex should not be visible.

Employees shall always dress and maintain personal grooming habits in such a manner as to convey a high standard of professionalism to our customers. All attire in the professional workplace should lack any appearance of being provocative, offensive, or communicating unwanted inferences. Skirt and dress lengths should not be shorter than a height of approximately one to two inches above the lady's knee when in a standing position. Employee clothing should not be excessively tight fitting or revealing. All attire shall be reasonably wrinkle-free, and should be free of spots, tears, and dirt. Athletic style footwear, when appropriate for wear, should be without holes or stains. Beach-type shoes such as flip-flop (rubber, plastic, foam), shower shoes, or plastic shoes are not appropriate any time. Sweatshirts, sweatpants, or t-shirts except when specifically required by job assignment or approved as part designated special or dress down days should not be worn.

Any article of clothing with wording offensive to others based on race, color, religion, national origin, sex or age is deemed inappropriate.

Responsibility

It is important to look professional at all times. It is everyone's responsibility to make a positive impression on all customers of OFTC. While the day-to-day maintenance of this procedure is the responsibility of every employee, it will be the responsibility of each division manager to ensure compliance with both the spirit and the letter of this procedure for their respective divisions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for time away from work.

Approved: March 19, 2015

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