
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: PROFESSIONAL APPEARANCE

NUMBER: PRO 5-30

REFERENCE: Board Rule 5.06

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I. PURPOSE

Employees are often the most important representation of any organization and contribute to the image and reputation of their organization in the way they present themselves. Within the College, professional appearance is essential to a favorable impression with students, families, and the LSSC community. Further, good hygiene and appropriate dress reflects pride and inspires confidence.

II. POLICY

During business hours or when representing LSSC in person or virtually, employees are required to present a clean, neat, professional appearance that is appropriate to the day's activities, safe for the work being performed, and appropriate for the season and the weather for those working in outside conditions.

III. REGULATIONS AND GUIDELINES

Lake-Sumter State College expects all employees, including student employees, to be professional in appearance when engaged in work-related activities.

a. General Guidelines

1. Clothing should be clean and neat, free from stains, holes, and wrinkles.
2. Clothing should not appear to be worn, faded or stretched out and must have the appropriate fit.
3. Clothing should be free from offensive images, words, or logos.
4. Appropriate office attire is expected during the workday; refer to this policy for questions regarding proper professional appearance.
5. Some Departments may be required to wear a uniform and specific footwear based on guidelines from the Occupational Safety and Health Administration.

b. Business Attire

1. LSSC employees are expected to dress in business attire during working hours. In addition, employees meeting with students, families, or others in the LSSC community, should observe business dress guidelines. Examples and basic elements for appropriate and professional business attire includes items such as collared shirts, ties, golf/polo shirts, blouses, blazers, suit jackets, sweaters, slacks, casual slacks, dresses/skirts (knee length), socks and dress shoes including heels.
2. Guidelines for appropriate business attire does not include jeans, leggings, yoga pants, shorts, t-shirts, tank/halter tops, low-cut blouses or sweaters, sweatshirts,

- pajamas, flip flops or floppy sandals, or any extreme style of fashion in dress and footwear.
3. Employees are expected to maintain good hygiene and grooming. Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Make-up, hands and nails must be professional and moderate.
 4. Out of consideration for those that have allergies or chemical sensitivities, employees are expected to be conservative in their use of perfume, cologne, and scented lotions.
 5. Body piercing and body art, including tattoos and other skin pigment alterations, are a personal choice. However, management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by students, community members, and other employees.

c. Reasonable Accommodations of Religious Beliefs

Lake-Sumter State College recognizes reasonable accommodations of religious beliefs and the importance of individually held religious beliefs and will reasonably accommodate an employee's religious beliefs in terms of this policy unless the accommodation creates an undue hardship. Those requesting an attire accommodation based on religious beliefs should be referred to LSSC Human Resources.

d. Dress Code Policy Enforcement

Unprofessional appearance and/or poor hygiene will be addressed with the employee by the immediate supervisor on an individual basis. Questions regarding the appropriateness of clothing or appearance should be directed to the supervisor. If a supervisor determines that an employee's dress or appearance is not appropriate as outlined above or per the specified policy, they may take corrective action and require the employee to leave the work area to make necessary changes towards compliance. Repeated violations of this policy will follow progressive discipline steps.