

Saint Joseph's College Policy Guidebook

Human Resources

Section Name: 5.11

Effective Date: 7/1/2021

SUBJECT: Professional and Personal Appearance

Purpose:

Saint Joseph's College seeks to maintain a professional atmosphere for which students, faculty, staff, alumni, donors, guests, and visitors may experience a positive and enriching environment. Employees are expected to use their best judgment in how they present themselves to others with regards to demeanor and dress.

Applicable to:

All Employees

Policy:

Saint Joseph College faculty, staff and students contribute to the College culture and reputation in the way they present themselves. A professional demeanor is essential to a favorable impression with students, parents, external partners and with each other. It is demonstrated by being courteous, polite, and helpful, and positive with how we speak about and represent the College

Professionalism is also exhibited in how we dress. Faculty and staff are expected to use good judgment based on their positions and responsibilities.

Specific departments such as Housekeeping, Facilities, Campus Safety, Campus Services, Pearson's Cafe and Baggot Street are provided either uniforms or departmental shirts. Campus Safety personnel are issued uniforms. Professional, business casual dress is expected for all others.

Procedures:

Managers are expected to exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional appearance may be sent home to change, and nonexempt employees will not be paid for that time off. Reasonable accommodations will be made where required. If inappropriate dress or appearance continue, progressive disciplinary action may be taken.

Saint Joseph's College has a professional/business casual dress policy. Professional/business casual guidelines are as follows:

- Shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts. T-shirts and tank tops are acceptable as an undergarment for tops such as blouses, jackets, sweaters, etc. Examples of inappropriate shirts include T-shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, muscle shirts, sweatshirts, halter and crop tops.
- Pants: Casual slacks and trousers without holes, frays, etc. Examples of inappropriate pants include shorts, sweatpants, exercise pants, bib overalls, camouflage pants, and any spandex or other form-fitting pants such as what individuals wear for biking.
- Skirts, Dresses, and Skirted Suits: Casual dresses and skirts are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.
- Footwear: Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, sandals, dress heels, and leather deck-type shoes are acceptable for work.
- Jewelry, Makeup, Perfume, and Cologne: Should be applied in good taste. Some individuals are allergic to the chemicals in perfumes and make-up. Please wear these substances with restraint.
- Hats and Head Covering: Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.