

EMPLOYEE APPEARANCE

It is the intent of the Canadian Valley Technology Center Board of Education that all employees appear in an appropriate fashion to convey professionalism and serve as a positive example for students and the community.

General Guidelines

1. Radical departures from conventional dress, appearance, personal grooming and hygiene standards are not permitted.
2. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Facial hair should be neatly trimmed.
3. Tattoos and jewelry should not conflict with an employee's ability to effectively perform their duties and responsibilities. Factors used to consider whether a conflict exists, include but are not limited to: safety, health, productivity, offensive nature, community norms, and customer complaints.
4. Fridays may be considered "Business Casual".
5. Specific dress may be required for special/certain occasions and events such as cleanup days, graduations, tours, business visitors, etc.
6. Supervisors are responsible for answering questions and resolving issues related to personal appearance on a case-by-case basis. Every effort should be made to identify mutually appropriate solutions.