

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

## DRESS GUIDELINES

Procedure 3.3.3.2

The College is a public institution with faculty and staff who are responsible to both students and the wider community. As such, it is important that faculty and staff present themselves professionally to all constituents.

What constitutes appropriate dress will vary according to specific job and occasion. Appropriate attire for instructional programs varies. Supervisors will approve standards for attire in specific academic areas. Staff whose regular duties entail heavy work or exposure to risk should dress as their supervisor or safety standards demand. The descriptions below are intended to provide general guidelines for faculty and staff. If employees are unsure of acceptable norms for specific positions, they should seek guidance from their immediate supervisors.

- Smart Casual is acceptable for most occasions on campus. This term is generally understood to mean a slight departure from Business Casual. Examples of Smart Casual:
  - While a blazer might be worn just like with Business Casual, it could be paired with neat sneakers.
  - Appropriate jeans may be worn if paired with logo'd College gear, a blazer, or a professional shirt or blouse.
  - Khakis or other slacks could be paired with logo'd College gear or a professional shirt or blouse with comfortable shoes.
- Although Smart Casual values flexibility and comfort, athletic/gym gear still would not be acceptable for daily wear unless required by the position. Employees should also avoid beach flip-flops, excessively ripped jeans, and leggings that are not paired with a longer top.
- For special events or meetings with external constituents, employees may determine that other dress is more appropriate, including Business Casual or Business.

Understanding the diversity of employee backgrounds, the College also supports the celebration of cultural heritage through dress. As with all attire, cultural dress should not put an undue burden on the College or expose the College or the employee to any physical harm due to a specific College activity or professional requirement.

Above all, Davidson-Davie encourages all members of the campus community – employees and students preparing for future careers – to be prepared to assess daily responsibilities and adapt their attire to fit those occasions, understanding that each day may bring different obligations.

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