

Guidelines for Appropriate Appearance

The City of Waterbury and the Waterbury Board of Education believe that all employees in the Department of Education should maintain dress and grooming standards appropriate to their role. It is particularly appropriate that employees who deal with students, parents, vendors or members of the public present an appropriate business image. While few would differ with the proposition that teachers and administrators should dress in job appropriate professional attire, individuals may have different views on what this standard means. The purpose of this memorandum is to provide some guidance on that subject.

A professional atmosphere is maintained, in part, by the image employees present to customers, vendors, students and the public at large. Attire must be appropriate to the workplace and specific work situations, as outlined in this memorandum. Obviously, this concept is somewhat flexible. What is unacceptable in a classroom may be perfectly acceptable in a coaching role. Jeans may be unacceptable when school is in session but perfectly appropriate before school when a teacher is setting up his or her classroom.

Employees are expected to use good judgment in deciding what to wear to work, and should consult with Supervisors if uncertain about these guidelines. Any issues that cannot be resolved at this level may be raised with the Director of Personnel.

Supervisors and administrators are responsible for consistent administration of these guidelines. If a supervisor or administrator believes that an employee's appearance does not conform to this memorandum, the employee may be asked to leave his or her workplace until properly attired. If an employee is asked to leave his or her workplace to attain acceptable attire, he or she must return to work that day within a reasonable period of time, as determined on a case-by-case basis by the responsible supervisor or administrator.

The guidelines for appropriate professional appearance shall be as follows:

1. Acceptable Attire

Acceptable attire includes, but is not limited to, the following:

- a. Business suits, sport coats, tailored slacks or "Dockers"-style slacks, dress shirts, ties(encouraged), polo-style shirts, sport shirts with collar and sleeves, sweaters, dresses, skirts, blazers, pant suits, slacks, capri pants, blouses.
- b. Culottes and Skorts – are considered appropriate business attire.
- c. Stretch Pants and Stirrups (non-form fitting) - Stretch pants and stirrups made with material other than spandex or lycra and worn with a shirt or tunic.
- d. Tailored Shell Tops - with cap sleeves.
- e. Sneakers/tennis shoes if appropriate for position. i.e. PE Instructor or medical necessity.

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2. *Unacceptable Attire*

Unacceptable attire includes, but is not limited to, the following:

- a. Spandex or lycra stirrup pants, and stretch pants, lace stretch pants or any form fitting piece of clothing.
- b. Denim jeans.
- c. Tank, halter, and tube tops, exposed midriff blouses/shirts, mini-skirts, shorts, jogging/sweat suits, and revealing clothing.
- d. Sunglasses are prohibited indoors unless worn for medical reasons.
- e. Hats, caps and bandannas (other than head coverings worn as religious garments) are prohibited.
- f. Sneakers/tennis shoes, (except as described above), recreational-type sandals, flip-flops and beach shoes.

3. *Other*

- a. Employees are expected to present a clean, neat and business-like appearance. Hair, mustaches and /or beards must be neatly trimmed and maintained.
- b. No facial or tongue piercing should be evidenced during working hours.
- c. Visible tattoos/body art

