



Memorandum

To: All SLCC Employees
From: Human Resources
Effective Date: February 9, 2007
Subject: Appropriate Dress Standards

What you wear at work communicates who you are, and is a signal of your professionalism. Regardless of your choice of clothing, apply a few simple rules. Some common terms and guidelines to remember are:

Business Casual. The College standard for the academic year.

Slacks, khakis, dresses, pant suits, jumpers, dress shirts, ties, sport coats, etc. are all examples of appropriate business casual attire. Keep it comfortable. Wear appropriate attire that reflects a positive image to students and clients.

Casual. From Graduation to Labor Day and Fridays throughout the year.

Khakis, jeans, skirts, polo shirts, etc. are all examples of appropriate casual attire. Shorts, tank tops, muscle shirts, hot pants, and bare midriffs do not reflect the professional image of the College. Torn, shabby or frayed clothing should be left for weekend wear.

Professional Dress. Based on business situations.

Business suits, dresses, etc. If you are hosting a client, consider their dress habits. If their custom is to appear in a business suit, dress, or other professional clothing, it is best to reflect their level of professionalism.

Where specific needs exist, or uniforms are provided, departments may set some guidelines. Remember, you are representing the College and yourself as well. Clothing and footwear should always be neat and presentable. You should also keep in mind the safety requirements of your particular position.

This information as well as more ideas on business casual wear may be found on the Human Resources web site at <http://www.slcc.edu/hr/services.asp> (quick time required, video produced by Levis, selected information repeated herein).