# Draft 1/27/2022

# PERSONNEL G03.2326

‑ Classified Personnel ‑

Staff Dress Code

The following dress code will apply to all classified employees throughout the District. It is to be applied for the full length of the employee’s contract including extended days**.**

Employee appearance contributes to the Erlanger-Elsmere School's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by colleagues, students, and families.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Erlanger-Elsmere Schools will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. The Superintendent, the employee’s immediate supervisor, or their designees, may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change. Reasonable accommodations will be made where required.

The Superintendent, the employee’s immediate supervisor, or their designees, may make exceptions for special occasions or in cases of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her immediate supervisor.

Professional Attire

The dress code applies to the full length of the employee’s contract including extended days. Professional attire is defined as follows:

Shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, and crop tops.

1. Due to the nature of their jobs, cafeteria workers, school custodians, maintenance workers, and IT Technicians may wear t-shirts as appropriate and as approved by their immediate supervisor, or their designee.

Pants: Casual slacks and trousers. Examples of inappropriate pants include jeans (see #1 and #2 below for exceptions), shorts (see #1 below for exceptions), and sweatpants.

1. Due to the nature of their jobs, cafeteria workers, school custodians, maintenance workers, and IT Technicians may wear jeans or shorts as appropriate and as approved by their immediate supervisor, or their designee.
2. For all other classified positions jeans are permissible on the last instructional day of the week, PD/PLC days, Opening/Closing Days, and Extended Days.

Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and beach shoes.

Body Art/Visible Tattoos/Piercings: Body art, visible tattoos, or visible body piercings that are offensive in nature, unprofessional, unsafe, or unsuitable to the school or work environment are not permitted.

References:

KRS 161.170

OAG 79‑158