



Operating Protocol & Procedure

Details:

Number: 241

Title: Professional Appearance and Hygiene

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 5/29/15

Effective Date: 5/29/15

Revised: N/A

Reviewed: February 2024

Purpose:

To provide the minimum guidelines for professional appearance and hygiene.

Applicability:

All employees

Definitions:

None

References:

None

Attachments:

None

Operating Protocol:

Pueblo Community College proudly fosters its image in the community as a high-quality, professional educational institution. PCC's reputation and image stem from the results the college achieves, as well as the impression employees and students make in interactions with one another and others in the community. Employees are important role models to our students and serve as ambassadors of the college to the public.

Appearance, including attire and personal hygiene, is an important factor in the image each employee creates, making a statement about both the individual employee and the college. PCC expects all employees to make appearance choices that support the college's efforts to create a positive and professional public image.

Procedure:

Guidelines for Professional Appearance

Given the range of roles at PCC and variance in the frequency of contact with students, business contacts and the general public, supervisors have the discretion to establish specific appearance guidelines appropriate for the work performed within individual departments. The shared standard at PCC is that all employees must choose clothing that communicates professionalism consistent with their job responsibilities and in accordance with appropriate safety expectations.

Following are minimum guidelines for all employees to consider in ensuring a professional appearance:

- Clothing should be neat and clean, pressed, not excessively worn or faded and should be free of holes and rips, even those considered fashionable.
- Excessively tight, sagging, see-through, or revealing clothing that distracts from professionalism in conducting the business of the college should not be worn.
- Clothing should not have statements or logos that could be offensive or demeaning to a student, colleague or campus visitor.
- Jeans, t-shirts, tennis shoes, sweat pants, flip-flops, shorts and similarly casual attire may not be worn as normal business attire. There are legitimate business reasons for allowing exceptions to this specific directive and supervisors may determine what is appropriate, for the duties performed and the circumstances under which they are performed, in the best interests of their specific department.
- PCC logo t-shirts, polo and sweat shirts may be worn on Spirit Fridays if approved by the appropriate supervisor.
- Due to the service nature of the college's work, all PCC employees must maintain personal cleanliness by grooming daily, bathing regularly and practicing good oral hygiene.
- Employees must also remain aware of other's odor sensitivity in their use of colognes, perfumes, body sprays and other personal scents. Those scents should be used in moderation.

Employees who have questions about appropriate standards for their position should confer with their immediate supervisor or the Human Resources Department.