

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: April 18, 2002

REVISED: April 17, 2008

325. DRESS AND GROOMING	
1. Purpose	Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.
2. Authority SC 1850.1	The Joint Operating Committee has the authority to specify reasonable dress and grooming guidelines for administrative staff.
3. Guidelines	<p>Administrative employees are expected to be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.</p> <p>Administrative employees may participate in Dress Down Days (DDD) when DDD attire will not conflict with dress and grooming policy expectations when representing SUN Tech at public relations events.</p> <p>During summer months, attire may be casual professional business and/or attire selected from the Center Wide Student Professional Attire Matrix.</p>
4. Delegation of Responsibility	<p>If an administrator feels that an exception to this policy would facilitate the completion of assigned duties, a request should be made to the Administrative Director.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>