

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: June 20, 2002

REVISED: April 17, 2008

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the center's operation and vocational technical programs.
2. Authority SC 1850.1	The Joint Operating Committee has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational and operational process.
3. Guidelines	<p>All classified employees shall, when assigned to duty, be physically clean, neat, and well-groomed, and dressed in a manner consistent with the needs of the job to be performed; be groomed so that hair style does not disrupt the educational process nor cause a health or safety hazard; utilize safety gear; and wear required work uniforms.</p> <p>Classified employees may select from the Center Wide Student Professional Attire Matrix, based on the programs they are assigned to work in. All shirts will be tucked into slacks to present a professional role model for students when carrying out duties and assignments.</p>
4. Delegation of Responsibility	<p>If an employee feels that an exception to this policy would facilitate completion of assigned duties, a request should be made to the immediate supervisor.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>