

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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Policy: Employees of St. Joseph Academy are responsible for complying with the Dress Code Policy. Personal appearance contributes to the impression others form about us and the organization. St. Joseph Academy employees are expected to care about their personal appearance and project a positive self and professional image.

This policy is meant to work in conjunction with specific departmental dress code and applies to both male and female employees. Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed clothing. President/CEO reserves the right to determine the appropriateness of clothing worn at all times.

Expectations for All Employees:

- The Identification Badge must be worn in clear view at all times by the employee while on work time.
- All clothing should be clean, neat, in good repair, and of an appropriate fit.
- Each employee is responsible for and will practice regular personal hygiene habits to include bathing and oral hygiene.
- Light perfume or cologne is permissible, but should not be applied in an excessive fashion.
- Cosmetics may be applied conservatively and should not be applied in an excessive fashion.
- The use of jewelry should be in keeping with professional and business functions and may not interfere with job functions.
- Tattoos and piercings must be appropriate and in keeping with a professional image. Limited visible body piercing is permissible. Small or clear studs are allowed; hoops or dangling piercings are not permitted.
- Hair will be clean, neatly styled, and be of a conservative style and color
- Capri pants and knee-length shorts are acceptable.
- Nails should be conservative in length and appropriate for job requirements.
- Any item that is offensive or inappropriate is strictly prohibited.

Examples of inappropriate clothing are as follows: At-home casual attire such as sweat suits, gym shorts or shorts above the knee of any kind, flip flops, beach and sporty outdoor sandals, sleeveless or tank tops, beachwear, stretch pants, exercise or suggestive attire or clothing that displays offensive or inappropriate slogans or pictures are not acceptable at any time. This is not meant to be inclusive but more a guideline.

Department Specific Dress Code:

The following information is intended to serve as a guide to help define appropriate wear for employees of St. Joseph Academy. No list is intended to be all-inclusive. Rather, these items should help set the general parameters for proper attire and allow employees to make intelligent judgments about items that are not specifically addressed.

Administration and School Dress Code:

- Slacks: Cotton slacks are acceptable provided they are clean and wrinkle-free. Inappropriate items include jeans of any color (except on Friday), sweatpants, low rise pants that show any visible skin, wind suits, bib overalls, or spandex. Leggings may be worn under a dress or tunic (longer shirt). The tunic must cover your buttocks and stomach.
- Shirts: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, tops with bare shoulders, midriff or crop tops, tube tops, and t-shirts unless worn under another blouse, shirt, jacket, or jumper.
- Dresses and Skirts: Casual dresses and skirts are acceptable. Mini-skirts and spaghetti-strap dresses should not be worn to the office.
- Footwear: Loafers, dress boots, clogs, and leather deck shoes with dress socks are acceptable. Dress heels, flats, dress sandals, open-toed and open-back shoes are also acceptable. Athletic shoes, sneakers, flip-flops, slippers/house shoes, and gym/tube socks are not acceptable.
- Employees may choose to follow the dress code for Early Childhood Education (see below) if they are scheduled to substitute in an Early Childhood Education classroom.

Early Childhood Education:

- Pants: pants or jeans are allowed. Pants or jeans that are skin-tight, ripped or faded are not acceptable.
- Capris or Shorts: solid color capris or knee-length shorts are allowed.
- Leggings: leggings may be worn under a dress or tunic (longer shirt). The tunic must cover your buttocks and stomach.
- Shirts: t-shirts, polo shirts, and sweatshirts are permitted. Any type of shirt must cover your buttocks, stomach and may not be low-cut or revealing.
- Dresses and Skirts: casual dresses and skirts are acceptable. These items should be knee-length or longer
- Footwear: shoes must be secure, closed-toe and closed heel. Athletic shoes are acceptable.

Food Services:

- Non-skid shoes, appropriate top (clean and in good condition) and pants (dark in color, no sweats, shorts or capri pants must be knee length or longer), jeans that are in good condition (no rips or tears) are acceptable attire.
- Nail polish or “fake” nails must be covered by gloves at all times and jewelry must be kept to a minimum
- Apron and hair covering will be worn at all times

Maintenance:

- Casual apparel is appropriate including jeans, t-shirts, shorts. All clothing must be clean, neat in appearance and appropriate.
- A full shoe must be worn at all times, covering both toes and heels. Steel-toes are optional.

Exceptions

Scheduled casual Fridays, on which jeans and t-shirts are acceptable; special casual theme days (i.e. Packer or Holiday dress days); and dress up days, when outside guests are scheduled to visit our office. These events will be communicated through email. Special considerations may also be made individually to accommodate medical necessities and religious or cultural beliefs. Please talk to your manager regarding your needs. President/CEO reserves the right to grant exceptions as needed.

Disciplinary Action

If an item of clothing, tattoos, jewelry, cleanliness, etc. is deemed to be inappropriate for the workplace by the employee's supervisor, the President/CEO and/or Human Resources, the employee may be sent home without pay to change clothes and is expected to return immediately to complete their shift. Should employees not return, they will receive disciplinary action for both the specific violation and an attendance violation.

Employees will be given a verbal warning for the first offense, and progressive disciplinary action, up to and including suspension and termination, will be taken for further dress code violations. Habitual offenders can also expect dress code violations to be addressed as an issue for improvement during his/her annual performance review.

Approved by:


President/CEO

Date:

