

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	F-V-r	Effective Date	01/04/2022
Subject:	Dress Code		
Source:	President		
Approval Authority:	President	Approval Date	01/04/2022
Approved by Leadership Team:	Hills:	Benson:	McKown:
History:	Previously effective 06/25/2018		
Remarks:	Highlander Day (Casual Friday Attire Day) combined into this policy.		

Employees represent McLennan Community College to a variety of constituents and are expected to present themselves during working hours in attire that is appropriate to the nature of work performed. Some departments (physical plant, technology, athletics, ranch, cafeteria, etc.) may have positions that will be exceptions to the recommended standards. In general, everyone should present a clean and neat appearance. Below are the four dress categories used and the generally accepted standards for each:

- Business Casual
  - Business Casual is the standard dress code for the College, unless otherwise designated by the President of the College.
    - Men: Business casual generally means khakis or dress slacks, dress shirts or knit shirts with a collar or sweaters and professional footwear. Jackets and ties should be worn when appropriate.
    - Women: Business casual generally means khakis, dress slacks or skirts, blouses or knit shirts and professional footwear.
- Highlander Day
  - Each Friday (or Thursday during summer hours) is designated “Highlander Day.” Employees are encouraged to wear a McLennan Community College or University Center partner institution shirt and denim jeans are permitted.
  - Highlander Day attire may also be worn on the following days:
    - First week of classes for each semester
    - Vendor and Activities Fair (if working the event)
    - Highland Games (if working the event)
    - Transfer Day (with college/university shirt)
    - De-stress-Fest (if working the event)
    - Storybook Christmas (for those who participate)
    - Wear Pink Day: Breast Cancer Awareness (for those who participate)

- Casual Attire
  - As designated by the President of the College, certain periods of time or days may be designated for casual attire.
    - Jeans and a work-appropriate t-shirt/top.
  
- Summer Business Casual
  - When the College is operating on summer schedule, a more relaxed attire is permitted. The generally accepted dress standards for Summer Business Casual are:
    - Men: Summer Business Casual generally means casual slacks (“docker style” cotton, khaki, etc.), denim jeans, polo/golf shirts, and sport shirts without ties.
    - Women: Summer Business Casual generally means casual slacks (cotton, khaki, etc.), denim jeans, capris, denim skirts, and polo/golf-shirts; open-backed “mule,” clog type shoes, or sandals.

Items that are not acceptable attire at any time include:

- Shorts, tank tops, recreational/athletic attire, flip flop shoes, and t-shirts with commercial advertising.

The President of the College has the authority to set the dress code to any of these options.

If in doubt or if employees have questions about the standards, they should consult with their supervisor or the Human Resources Office. If employees appear for work in a manner that does not conform to the College’s standards, they may be required to return home to correct the situation, and the period of absence will be treated as unpaid leave.