

POLICIES AND PROCEDURES

Subject: Highlander Day (Casual Friday Attire Day) Reference: F-V-r

Source: President Eff. Date: June 25, 2018

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated February 24, 2012

Date: June 25, 2018

Administrative Guidelines for Highlander Day Policy

- I. Each Friday (or Thursday during summer hours) is designated "**Highlander Day.**" Employees are allowed to wear an MCC-related shirt (including shirts with an MCC, MCC-affiliated, or UC partner logo) or alumni college shirt with denim jeans. If an MCC-related shirt is not worn, then jeans are not allowed.

The following dress code should be followed on **Highlander Day:**

- a. Shirts and tops

- i. For both men and women, shirts and tops should remain modest and cover the chest and stomach. Unacceptable attire includes tank tops, recreational/athletic attire, beach/pool type attire, and t-shirts with commercial advertising (excluding an MCC-related logo). All attire must be clean and free from tears, rips, and holes.

- b. Jeans

- i. Frayed denim and jeans with holes are never acceptable attire. All attire must be clean and free from tears, rips, and holes.

- c. Shoes

- i. Professional or athletic shoes are acceptable attire; however, flip-flops are not acceptable attire on Highlander Day.

- d. From time to time, business meetings or other events may require an employee to dress more formally, even though it is Highlander Day. Therefore, employees are

expected to use good judgment regarding attire under these circumstances. Supervisors should be consulted, if there is any question about these guidelines.

- e. MCC employees who, by job classification, are required to wear a uniform of any type are excluded from the policy of Highlander Day. Employees must wear all required safety equipment as outlined by job classification. The wear of safety equipment supersedes any and all portions of this policy.
- f. Each employee's supervisor will enforce and administer this policy, respond to questions regarding this policy, and make medically required or work-related exceptions.
- g. McLennan Community College reserves the right to revise or eliminate this policy.