



PROCEDURE: 4.3.2p1.L2

WGTC Employee Professional Appearance

Revised: May 11, 2022

Adopted: January 20, 2021

Purpose

Wiregrass Georgia Technical College expects all employees to dress and groom themselves in a manner which inspires respect from students, parents, peers and the public. It is the responsibility of all employees to serve as role models for students and present a positive, professional image in language, behavior, and dress. The mode of dress or grooming shall not be disruptive to the educational environment of Wiregrass Georgia Technical College.

Procedure:

Faculty and staff should wear clothing appropriate to their program/department.

- Faculty in program areas whose students wear uniforms may wear uniforms.
- In business and computer programs and general education, faculty and staff should wear business attire or business casual attire. Jeans are not considered business casual attire; this includes any type of denim material in any color (examples: blue, white, black, red, and so forth).
- Faculty in technical and industrial programs should wear attire as deemed appropriate for the field.
- Staff of administrative offices should wear business attire.
- Police/Security, maintenance, custodial staff, and/or IT will follow uniform requirements set forth by department.

Exceptions:

- Faculty and staff may dress down on Thursdays if donation is made to the Foundation according to dress down procedures.
- Faculty and staff may also dress down on in-service days when no students are present. In addition, certain days for some departments may be deemed as dress down days such as student activities, free app week, new student orientation week, etc.
- While certain days are designated as dress down days, professionalism should still guide the attire. Specific clothing which is not to be worn by any faculty or staff member, include the following:
 - Tight or revealing/low cut clothing
 - Provocative clothing which includes tops with thin straps, low necklines, strapless, or reveal the midriff
 - Undergarments which are visible while standing, sitting or bending
 - Wind suits/warm-up suits

- Sweatpants and sweatshirts
- Exercise clothing
- Shorts or short dresses/skirts
- Pants or shirts with tears or holes
- T-shirts (unless college logo t-shirts in official college colors—green, black, white, gray)

Responsibility

The Vice President and/or supervisor of each division is responsible for monitoring and enforcing this procedure.