

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Workplace Attire and Décor
BOARD OF TRUSTEE APPROVAL: 4/23/2025

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EFFECTIVE DATE: 4/24/2025

Acceptable personal grooming and appropriate attire are conditions of employment. The employing department has the authority and responsibility to determine the standards necessary for the work environment as long as such standards are within reason and are applied fairly and equitably.

Highland Community College employees are always expected to follow all Federal and State laws as well as represent the college's educational mission in a professional manner that is appropriate for the work to be performed and work setting.

The College reserves the right to further restrict dress and workplace décor for legitimate reasons relating to safety, hygiene, allergies, or environmental conditions.

Supervisors are responsible for setting the expectations and enforcement of this policy.