



Colton-Redlands-Yucaipa

Regional Occupational Program

Professional Appearance of Employees

TO: All CRY-ROP Employees
FROM: Stephanie Houston, Superintendent
DATE: July, 2014
SUBJECT: **Professional Appearance Guidelines**

As educational professionals serving as role models for students and the business community, it is important that CRY-ROP employees maintain a positive image of appearance and grooming. The guidelines are intended to balance the need to present an appropriate image to the public and employment related contacts, while promoting respect for each employee's individual expression.

To assist in defining the expected standard during normal work hours, when school is in session, or while participating in a CRY-ROP, partner district, or community events, the following guidelines are provided:

➤ **Normal Work Hours – Professional Appearance**

1. Clothing should reflect the professional position of the employee and be appropriate to the assignment or circumstances. Certain employees are provided uniforms to better support the nature of their jobs.
 2. Jewelry and accessories must not detract from a professional appearance, and should not constitute a safety hazard.
 3. Footwear is expected to be professional and appropriate to the employee's position. Safety should be considered when heels are worn. In support of safety, flip-flops having a rubber sole held on the foot by a strap fitted between the first two toes are unacceptable.
 4. Tattoos that depict nudity, violence, drug use, vulgar, lewd, gang or prison affiliation create a distraction in the work environment, and must be covered.
- A supervisor may modify the guidelines as stated above for work projects or special events such as theme days, school spirit days, festivals and holidays.
 - If an individual feels that informal clothing would be appropriate to his/her unique assignment, or would enable him/her to carry out the assignment duties more effectively, such requests must be approved by a supervisor.

➤ **Casual Dress Days**

Currently, CRY-ROP recognizes three different, but regular situations where “casual dress” is appropriate.

1. **CRY-ROP Spirit Days**: Every Friday is set aside for CRY-ROP spirit day. Employees may wear any style or color of the CRY-ROP logo shirts. Jeans, twill, or casual pants are acceptable on spirit days. Each high school campus has specific preferences regarding spirit days. Check with high school administration for clarification of campus specifics.
2. **Summer Session**: During the summer session, because of the hot weather, employees may dress more casually every day of the week.

Acceptable Attire:

- Shirts with no ties
- Jeans, twill or casual pants
- Capris
- Walking shorts- usually tailored, and knee length or just above the knee

A good tip: If you’re not sure if the outfit is too casual, check your reflection in the mirror before you head out the door. If you appear dressed for a weekend away or a picnic in the park, you’re dressed too casually for work.

3. **Theme Days**: From time to time CRY-ROP supports special team building events where casual dress in support of the theme is suggested for the day. Written notices will be distributed for any “theme day” prior to the event.

If an employee needs a reasonable accommodation of the standards of appearance based upon medical needs, physical disability, religious or ethnic/cultural requirements, a request must be made through the supervisor or Human Resources.