

## College Procedure: 404.8 – Dress Code

Policy Reference: 404 – Employment Relationship  
 Responsible Department: Human Resources  
 Approval Authority: Cabinet  
 Procedure Owner: Vice President, Human Resources  
 Effective Date: 09/26/2011

Version Number: 3  
 Legal Counsel Reviewed (yes/no): No  
 Scope: College-wide

### Reason for Procedure

Explain the dress code and the conditions allowing the wearing of jeans to work.

### The Procedure

It is the expectation of Kirkwood Community College that employees dress and groom appropriately for their job and in a way that is considerate of their co-workers and that represents the College in a positive light to its students, customers, and community. Kirkwood recognizes that appropriate attire may vary depending on the department and type of position. It is the responsibility of the Dean or supervisor of each department to ensure that employees are dressed appropriately. Dress and grooming expectations should be equitable, reasonable, and not enforced in a discriminatory manner.

Employees who participate in the United Way campaign and purchase jeans day stickers may wear jeans as designated in the United Way jeans packet.

### Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	09/26/2011	Jim Choate, Vice President, Finance	New procedure
2	05/09/2017	Mick Starcevich, President	New template
3	05/29/2019	Cabinet	Procedure template