College Procedure: 404.8 – Dress Code

Policy Reference:	404 – Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	09/26/2011
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure establishes guidelines to help ensure that employees present themselves in a manner that is professional and appropriate for their job responsibilities.

The Procedure

It is the expectation of Kirkwood Community College that employees dress and groom appropriately for their job in a way that is respectful of their colleagues and that represents the College in a positive light to its students, customers, and the community. Kirkwood recognizes that appropriate attire may vary depending on the division, department, and job responsibilities. 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 reasonable, applied consistently, and enforced in a non-discriminatory manner.

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
4	11/09/2026	Cabinet	Procedure Updates