

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: SUPPORT STAFF EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: August 19, 2002

REVISED: September 15, 2003  
April 19, 2004  
November 19, 2007  
August 18, 2008

1<sup>st</sup> READ: July, 2014

Formatted: Superscript

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.
2. Authority SC 510	The Board has the authority to specify the minimum standards of appropriate dress and grooming and to specify reasonable dress and grooming guidelines for the purpose of maintaining the District's operations and services in a professional manner and to avoid disruption or adverse impact upon those programs, operations or services.
<u>3. Definition</u>	<u>For the purpose of this policy, <b>business casual</b> includes khaki pants, slacks, dresses and skirts, as well as polo shirts, blouses and dress shirts, but excludes denim, t-shirts, sweatshirts and sweatpants.</u>
<u>3.4. Guidelines</u>	<p>During work hours, <del>support</del> employees shall be physically clean, neat, well-groomed, and dressed <u>in business casual or better</u> in a manner consistent with the needs of the job to be performed.</p> <p>The school district shall provide each <del>support-staff</del> employee with a photo identification badge which shall be <u>visibly</u> worn in the front of <del>one's outer garment</del><u>the torso between</u> the shoulders <del>and the the</del> waist, <del>and be visible when on duty.</del></p> <p><b>Tops</b> shall be opaque at the torso, cover the shoulder and cover the wearer within 3-3/8" (long side of school district-issued photo ID card) of the base of the collar bone.</p> <p>There shall be no gap in between the tops and bottoms.</p> <p><b>Bottoms</b> shall cover the wearer within 2" (short side of school district-issued photo ID card) of the top of the knee.</p> <p>One piece garments such as dresses, jumpers, etc., which meet the above requirements are acceptable.</p> <p><b>Footwear</b> shall be secured at the heel <u>with heels 3.5 inches or less.</u></p>

Formatted Table

Formatted: Indent: Left: 0"

Formatted: Font: Bold

Employees shall be groomed so that hair style does not disrupt the educational process or operations, nor cause a health or safety hazard.

### Uniformed Employees

To the extent necessary and required by the District, all ~~support~~ personnel must wear designated work uniforms and utilize safety gear (e.g., support belts, rubber gloves, chemical goggles) provided by the District. Employees must use and maintain required safety gear in appropriate and working condition and replace said gear when unduly worn or damaged.

Employees must wear a clean uniform daily. Uniforms shall be provided in agreement with the current collective bargaining agreement between the East Stroudsburg Area School District and the East Stroudsburg Area Education Support Professional Association. Eleven (11) uniforms and two (2) jackets will be issued to each custodian, maintenance and mechanic employee. New employees will receive uniforms and jackets upon completion of their probationary period. All custodian, maintenance, ~~and~~ mechanic and cafeteria employees are required to wear the uniform to work at all times. Uniforms are not to be worn as street clothes during non-working hours.

In the event the employee loses or returns any District issued uniform in unreasonably damaged condition (e.g., cigarette burns, intentional destruction), the employee will be responsible for replacement costs.

Upon reassignment into a different classification or termination of employment, custodians, maintenance workers, ~~and~~ mechanics and cafeteria employees are required to return ~~the any District issued uniforms issued. (e.g., eleven (11) uniforms and two (2) jackets.~~

### Exceptions/Exclusions

1. As prescribed by an employee's licensed physician;
2. As required by an employee's religious order as evidenced in writing by an official thereof;
3. As required for participation in school sponsored activities or work assignments.

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor and/or building principal.

Formatted: Indent: Left: 0", First line: 0"  
Formatted: Indent: Hanging: 0.21"

Formatted: Font: Not Bold  
Formatted: Indent: Hanging: 0.2"  
Formatted: Font: Not Bold  
Formatted: Font: Not Bold, No underline  
Formatted: Indent: Hanging: 0.46",  
Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.45" + Indent at: 0.7"  
Formatted: Indent: Left: 0"  
Formatted: Indent: Left: -0.01", First line: 0.01"  
Formatted: Indent: Left: 0"

Formatted: Centered

<p>45. Delegation of Responsibility</p>	<p><u>Casual for a Cause</u></p> <p><u>No more than two (2) Fridays per month may be designated as Casual for a Cause by the building/district administrator. Employees who choose to participate will have the opportunity to dress in alternate attire specified by administration in exchange for a voluntary contribution to a designated charity/cause.</u></p> <p><u>Written requests to conduct Casual for a Cause in excess of the above must be submitted to the Superintendent for approval.</u></p> <p><del>If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor and/or building principal.</del></p> <p>The specific guidelines of this policy shall be promulgated by Administrative Regulations.</p> <p><u>References:</u></p> <p><u>24 P.S. Sec. 510</u></p>
---	---

Formatted: Body Text 2, Widow/Orphan control, Tab stops: Not at 0.3" + 0.61" + 1.7"

Formatted: Indent: Hanging: 0.2"

Formatted: Indent: Hanging: 0.2"

Formatted: Centered