



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 3102

Policy Title: DRESS CODE POLICY

Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)

Date of Current Revision or Creation: February 7, 2014

A. PURPOSE

The purpose of this policy is to establish guidelines for work attire for the Southern Virginia Higher Education Center.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

D. SCOPE

This policy applies to all SVHEC employees. Employees include all staff, administrators, full- or part-time, and classified or non-classified persons who work at the SVHEC.

E. POLICY STATEMENT

The professional appearance of all employees is vitally important in creating a positive impression on students, partners, Board members, general public and visitors of the Agency. Only the highest standards of personal cleanliness, good grooming and appropriateness of dress are accepted.

General Attire:

1. Hair, mustaches and beards must be kept clean, well-trimmed and neat.
2. In general, clothing is to be clean, neat, and appropriate for the type of work being performed.
3. Department Directors and Managers have the right to establish specific standards of dress and employees are expected to follow those standards.
4. Undergarments are not to be visible at any times.
5. Lower cut tops exposing excessive cleavage and body parts, and short dresses and skirts exposing body parts are not appropriate.
6. Jeans that are designed with tears, rips, etc. are not to be worn to work.

F. RELATED INFORMATION

N/A

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

Executive Director – Provisional Approval of Policy:

Betty H. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates:

Scheduled Review Date: February 2019

