



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional.  
Effectiveness: (915) 831-6740

## DH-2 Dress Code Guidelines

**APPROVED:** May 5, 2025      **REVISED:**  
Year of last review: 2025  
**AUTHORIZING BOARD POLICY:** DH

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Finance & Administration

Designated Contact: Associate Vice President for Human Resources & Compliance

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**OBJECTIVE:** This procedure establishes basic guidelines for appropriate business work attire to promote the College's and its employees' positive and professional image.

### PROCEDURE:

- I. **Procedure Statement.** All employees are required to present a professional image by dressing appropriately for their work environment. Attire should be clean, neat, and appropriate for the job being performed. Employees must maintain good personal hygiene, and clothing choices should reflect the professionalism of the College.
- II. **Scope and Applicability.** Applicable to all employees of the College
- III. **Employee Guidelines**
  - A. **Neat and Well-Groomed:** Employees should appear neat, well-groomed, and professional at all times during working hours, dressing appropriately for their role and work area.
  - B. **Professional and Appropriate Attire:** Employees are expected to use good judgment in determining what is appropriate to wear, taking into account their specific job duties and work environment, including interaction or potential interaction with colleagues from all backgrounds and students, including those in the Early College Program, who are still minors.
  - C. **Unacceptable Attire:** The following are examples of unacceptable attire, including accessories, though not exhaustive:
    1. Items that are worn, ripped, frayed, or unkempt.
      - a. Ripped or tattered clothing.
    2. Items that are revealing, immodest, or inappropriate.
    3. Items that have foul language or depictions.
      - a. Visible profane, sexually explicit, or obscene tattoos that violate conventional standards of decency and would be offensive to a reasonable person.
    4. Items that depict obscene or sexually explicit words or imagery.
    5. Items that are lewd or vulgar; and

6. Items with words or images, or advertisements for gangs, drugs, alcohol, vaping, or tobacco products.
- D. **Uniforms.** Where applicable, employees required to wear uniforms must adhere to uniform standards. Uniforms, including head gear or headdress, must be clean and neat and cannot be altered without supervisor approval.
- E. **Enforcement.** Supervisors are expected to address dress code violations with corrective action at the appropriate level. If necessary, employees may be asked to leave the workplace and return properly attired. Noncompliance may result in disciplinary action.
- F. **Appeal Process.** The dress code guidelines appeal process allows individuals who feel they have been unfairly cited or disciplined for a dress code violation to formally express their concerns and seek a review of the decision.

#### **Process Steps:**

##### **1. Initial Notification:**

If an individual receives a dress code violation notice, they may initiate an appeal within **24 hours** of the notification.

##### **2. Written Appeal Submission:**

Submit a formal, written appeal to the employee's immediate supervisor, dean (if applicable), or the appropriate Cabinet Member. The appeal should include:

- a. Date of the violation
- b. Description of the incident
- c. Reason for the appeal
- d. Any supporting documentation or evidence (e.g., photos, cultural/religious considerations, medical reasons)

##### **3. Review:**

The appropriate Cabinet Member will review the appeal within **10 business days** of receipt.

##### **4. Decision Notification:**

The appealing party will receive a written decision from the appropriate Cabinet Member explaining the outcome and reasoning. The decision will be delivered within **5 business days** following the review. The final review decision by the appropriate Cabinet Member will be considered binding and final.

#### **IV. Non-Discrimination and Special Accommodations**

- A. Nothing in this procedure is intended to abridge rights at law relating to non-discrimination. Should any conflicts arise, reasonable accommodations will be made.
- B. Employees with disabilities or religious beliefs that affect their ability to comply fully with the dress code must notify their supervisor and contact Human Resources to request an accommodation.
- C. Nothing in this procedure is intended to regulate individual choices related to beards or hairstyles or discriminate based on hair texture or hairstyle commonly associated with a

particular race or national origin, such as braids, locks, twists or Bantu knots.

**D.** Job-related safety when operating potentially dangerous machinery, with moving parts, or jobs with public health considerations, may nevertheless require some personal adjustments.

**V.** The College reserves the right to edit or modify this procedure should business conditions dictate otherwise.