

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: NON-INSTRUCTIONAL  
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: October 20, 2011

REVISED:

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 center's operation and vocational technical programs.
2. Authority SC 1850.1	The Joint Operating Committee has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational and operational processes.
3. Guidelines	All non-instructional employees shall, when assigned to duty, be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed and be groomed so that hair style does not cause a health or safety hazard.
4. Delegation of Responsibility	If an employee feels that an exception to this policy would facilitate completion of assigned duties, a request should be made to the immediate supervisor.