



WGTC Procedure: 4.3.2p1.L1

Employee Professional Appearance

Revised: October 28, 2025; May 11, 2022

Last Reviewed: August 27, 2025

Adopted: January 20, 2021

Purpose

Wiregrass Georgia Technical College expects all employees to present a professional appearance that reflects positively on the institution and models appropriate behavior for students. Employees should dress and groom themselves in a manner that is neat, clean, free of visible dirt, stains, or odors, and not revealing or offensive. Attire must support a respectful and distraction-free educational environment.

Exceptions to these guidelines may be granted by:

- The President or their designee;
- The Human Resources Office under an approved reasonable accommodation plan;
- The appropriate Unit Executive, where specific safety standards apply.

Procedure

General Provisions

1. Employees must wear clothing and footwear appropriate to their assigned program or department.
2. Faculty in programs requiring student uniforms may wear the same uniforms or business/business casual attire as defined in relevant program handbooks.
3. Faculty in general education, business, and computer programs should wear business or business casual attire.
4. Faculty in technical or industrial programs should wear attire appropriate for the industry, accounting for environmental and safety considerations.
5. Staff in administrative departments must wear business or business casual attire.
6. Police/security, maintenance, custodial, and IT employees must comply with uniform requirements set by their respective departments.

7. All employees are required to wear a Wiregrass identification badge or name tag while on duty.
8. Employees should wear professional attire when hosting guests or meeting with external partners.

Unacceptable Attire

The following items are not permitted during standard business operations:

- Jeans or denim pants or skirts of any color
- Shorts
- Flip-flops or shower shoes
- Casual or athletic tennis shoes or gym shoes not intended for professional wear
 - Dress shoes that feature comfort or athletic-style soles, but maintain a professional appearance, are considered acceptable attire.
- Leggings without a top, dress, or skirt extending to at least mid-thigh
- Clothing or footwear that is excessively worn, ripped, torn, has holes, is stained, revealing, or has offensive odors.
- NOTE: Clothing or footwear required for safety purposes in technical fields (e.g., steel-toe boots) is permitted.

Dress Down Days and Special Event Attire

Authorized Dress Down Days

1. Foundation Dress Down Thursdays: Participation governed by the Wiregrass Foundation. Observed only on Thursdays. Annual renewal of participation is required.
2. Approved Annual Leave Days: As indicated on the College's official calendar.
3. Presidentially Approved Special Events: Includes occasions such as post-graduation celebrations, student events, or other College-sponsored activities. These will be announced by the President or their designee.
4. NOTE: Dress down attire is not permitted during meetings with external guests or business partners.

Acceptable Attire on Dress Down Days

On designated dress down days, employees may wear casual attire in addition to regular business attire. Acceptable clothing includes neat, clean, and workplace-appropriate options such as:

- Bottoms: Jeans or denim or skirts pants of any color (in good condition)
- Tops: Wiregrass-branded T-shirts

- *T-shirts must not display graphics or language referencing drugs, alcohol, or anything violating federal/state law, TCSG Policy, or Wiregrass procedure.*
- Footwear: Casual athletic shoes or tennis shoes

Responsibility

All employees are expected to comply with this policy. Supervisors may address violations and, if necessary, consult the Human Resources Office for guidance. Repeated or serious violations may result in disciplinary action in accordance with Wiregrass Georgia Technical College personnel policies.

Reference

None