

## EFNEP Staff Dress Code

Employees of the CSU Extension (including EFNEP) programs work with a variety of people, both internal and external. Clearly, a welcoming impression is defined by more than just our interactions with those who we assist. Whether working with clients in an office setting or classroom, our communication style, services and responsiveness encompass a professional environment. Additionally, how we are dressed assists in defining who we are as a department. To that end, these dress code guidelines define expectations for maintaining a professional appearance while working in the office, teaching, recruiting or training. These guidelines are considered the minimum standard and the county director may have additional guidelines for that specific county that you are required to follow as well.

Professional and acceptable appearance/hygiene is defined as:

- Clean, pressed, collared shirts, polo shirts, (must be tucked in) sweaters and long pants for men.
- Shirts, knit tops, polo shirts, sweaters, capris and cropped pants that are business appropriate, long pants, appropriate-length dresses and skirts for women.
- CSU logo dress shirts or polo shirts in good repair may be worn in support of the academic environment.
- Clothing that you can move in easily
- Facial hair must be kept trimmed and tidy.
- Long hair must be pulled back during food activities.
- Appropriate length and size of necklaces, earrings and bracelets (Avoid jewelry that can catch on things and pose a hazard).

Unacceptable attire/hygiene includes:

- Shirts with words, logos or slogans (other than CSU logo)
- Exposed navels, dresses or skirts that are too short to be business casual and low cut shirts exposing cleavage.
- Denim (including blue jean pants or capris, denim skirts or denim shirts)
- Shorts
- High heels/stilettos (no more than a one inch heel)
- Perfumes, colognes, and/or scented lotions
- Fake and/or unclean nails – only clear polish is acceptable (no color polish)

All potential dress options cannot be fully covered within these dress code guidelines. It is the responsibility of each supervisor to ensure that their staff maintains appropriate business dress standards.

### Violation of dress code protocol

Step 1: When an educator violates the dress code for the first time, the supervisor will issue a verbal warning followed up by a written email to the educator describing the violation and dating the communication. This email will then be put in the supervisor's personnel file for that educator.

The supervisor will communicate with the educator that they are to adhere to the dress code immediately and that from the next work day forward, the violation should not happen again.

Step 2: On the second dress code violation, the supervisor will issue a verbal warning followed up by a written email to the educator describing the violation and dating the communication. This email will then be put in the supervisor's personnel file for that educator.

Step 3: When the educator violates the dress code for a third time, a letter of expectations will be given to the educator as the first step in the formal performance management process. Any additional dress code violations will result in further steps in the performance management process including corrective action, disciplinary action, and possibly termination.

Adherence to the dress code is a performance expectation for all staff members. Violations of the dress code may result in corrective and/or disciplinary action.

I have read and understand the guidelines related to EFNEP Staff Dress Code.

---

Employee Name (Print)

Date

---

Employee Signature