

# PROCEDURE

**Number:** 31-23  
**Title:** Dress Code Guideline  
**Responsibility:** Human Resources  
**Original Approval Date:** 00/00/0000  
**Last Cabinet Review:** 08/05/2025  
**Last Revision:** 08/05/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:**

**Other:**

## Procedure Description

### DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

### Purpose

In accordance with the mission of the College to “prepare individuals for careers,” during business hours, all faculty and staff are expected to dress in an appropriate manner that is suited to their duties and workplace. Appropriate attire should be in good taste and positively promote the College’s image.

## Procedure

During the course of regular employment, employees are expected to dress in a manner that is normally acceptable in similar institutions and business establishments. Employees shall not wear suggestive clothing, athletic clothing or similar items of casual attire that do not present a professional appearance.

Earrings and fashion jewelry should not be excessive or inappropriately worn. Jewelry in the nose, mouth, tongue or eyebrows is not an acceptable form of fashion jewelry.

Individual departments may develop specific guidelines that address issues of safety and hygiene.

At its discretion, the College may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, disheveled, suggestive, or similarly inappropriate clothing.

Supervisors have the authority to determine when a faculty or staff member is dressed inappropriately and will report violations of this procedure to the appropriate Vice President (VP) or Director.

Any faculty or staff member who does not meet the standards of this procedure will be required to take corrective action, which may include leaving the premises or the work area. Hourly employees will not be compensated for any work time missed because of failure to comply with this procedure. Violation of this procedure may also result in disciplinary action.

FDTTC respects the sincerely-held religious beliefs of its employees. Reasonable accommodations will be made for attire related to sincerely-held religious beliefs, provided that the proposed accommodation does not compromise safety or pose an undue hardship on the College.