



Human Resource Policy Manual

Subject: Dress Code Policy

HR Policy: 420

Effective Date: 05/01/05

Revision: 0

Revision Date:

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Board of Directors Approval: 03/12/05

Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc. reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

The purpose of this Policy is to define the Texas Migrant Council, Inc.'s expectations on proper dress for all employees during working hours and at Texas Migrant Council functions.

2.0 SCOPE

This policy defines Texas Migrant Council, Inc.'s dress code for all employees at all facilities.

3.0 POLICY

3.1 As a representative of Texas Migrant Council, Inc., an employee is expected to exhibit a professional, well-groomed appearance during working hours. The following information is intended to serve as a guide to help define appropriate business attire for Monday through Thursday operations and for Casual Friday operations. Individual programs and offices may vary on specific dress expectations depending on job responsibilities; the immediate area manager will have the responsibility to determine what is appropriate.

3.2 For operations Monday through Thursday and for Texas Migrant Council, Inc. events, appropriate professional business attire is expected. This would include:

3.2.1 For Men:

Business Suit or Sport Coat
Business-style shoes
Socks

3.2.2 For Women:

Business Suit or Business-style Dress
Business-style shoes
Hosiery



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3.2.3 For Migrant Head Start (MHS) & Seasonal Centers:

Presentable slacks, jeans or skirts
Presentable shirt or blouse
Presentable shoes

3.3 Each Friday is designated as a “Casual Day” for dress purposes. Other days, as determined by the CEO may also be designated as “Casual Days” for dress purposes. For Casual Day work, examples of acceptable casual business wear is as follows:

3.3.1 Slacks
Jeans
Casual Dresses and Skirts
Casual Shirts and Blouses
Golf Shirts
Loafers
Athletic shoes
Dress Sandals

3.4 Examples of inappropriate attire includes, but is not limited to, the following:

3.4.1 Jeans that are excessively worn or faded
Sweatpants
Warm-up or jogging suits and pants
Shorts
Bib overalls
Spandex or other form-fitting clothing
Attire with offensive messages or images

3.5 Management reserves the right to determine what clothing is acceptable and to take appropriate action to correct any items of clothing that are deemed as inappropriate. In the event an employee is wearing inappropriate clothing, the immediate supervisor may send the employee home to change into something acceptable.

3.5.1 In the event an employee is sent home to change to more appropriate clothing, the time required to do this is considered as unpaid time away from work.