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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: PROFESSIONAL APPEARANCE

NUMBER: PRO 5-30

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REFERENCE: Board Rule 5.06

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**I. PURPOSE**

Employees are often the most important representation of any organization and contribute to the image and reputation of their organization in the way they present themselves. Within the College, professional appearance is essential to a favorable impression with students, families, and the LSSC

weather for those working in outside conditions.

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**III. REGULATIONS AND GUIDELINES**

Lake-Sumter State College expects all employees, including student employees, to be professional in appearance when engaged in work-related activities.

**a. General Guidelines**

1. Clothing should be clean and neat, free from stains, holes, and wrinkles.
2. Clothing should not appear to be worn, faded or stretched out and must have the appropriate fit.
3. Clothing should be free from offensive images, words, or logos.
4. Appropriate office attire is expected during the workday; refer to this policy for questions regarding proper professional appearance.
5. Some Departments may be required to wear a uniform and specific footwear based on guidelines from the Occupational Safety and Health Administration.

**b. Business Attire**

1. LSSC employees are expected to dress in business attire during working hours. In addition, employees meeting with students, families, or others in the LSSC community, should observe business dress guidelines. Examples and basic elements for appropriate and professional business attire includes items such as collared shirts, ties, golf/polo shirts, blouses, blazers, suit jackets, sweaters, slacks, casual slacks, dresses/skirts (knee length), socks and dress shoes including heels.
2. Guidelines for appropriate business attire does not include jeans, leggings, yoga pants, shorts, t-shirts, tank/halter tops, low-cut blouses or sweaters, sweatshirts,

pajamas, flip flops or floppy sandals, or any extreme style of fashion in dress and footwear.

3. Employees are expected to maintain good hygiene and grooming. Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Make-up, hands and nails must be professional and moderate.
4. Out of consideration for those that have allergies or chemical sensitivities, employees are expected to be conservative in their use of perfume, cologne, and scented lotions.
5. Body piercing and body art, including tattoos and other skin pigment alterations, are a personal choice. However, management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by students, community members, and other employees.

**c. Reasonable Accommodations of Religious Beliefs**

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