

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS****Personnel  
ATTIRE GUIDELINES****Policy Statement**

The Fresno County Superintendent of Schools ("FCSS") recognizes that appropriate dress and grooming by county office employees contribute to a productive learning and office environment and models positive behavior. Therefore, the following shall outline attire guidelines for county office personnel.

During work hours and at county office activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees, students, or self.

All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their immediate supervisor.

**Guidelines for appropriate dress include:**

1. All clothing shall be neat, clean, and acceptable in repair and appearance to demonstrate sufficient professionalism and appropriateness for school and office environments.
2. Garments shall be sufficient to appropriately conceal undergarments at all times.
3. Articles of clothing, clothing styles or shoes which present a hazard to the health and safety of employees or are disruptive/distracting to the educational practice are not acceptable.
4. Haircuts, hair styles and make-up which feature unusual or extreme colors to the extent they are disruptive to the educational process are not acceptable.
5. Dress may vary or be restricted depending upon special activities or safety considerations at each work site/or field trip(s) with prior approval or direction by department/program administration. For example, FCSS logo shirts, coordinating pants, skirts, sweaters, are considered appropriate attire for designated, pre-approved departments and employees such as custodial staff, shipping & receiving drivers, technology, and multimedia services personnel.
6. Identification badges must be worn and visible at all times while at work. (Refer to SP HR-1312).

**Professional Attire**

Appropriate, professional business attire includes business suits, business style slacks/pants (no shorter than mid-calf), dresses, skirts, split skirts, blouses, dress shirts, and blazers. Ties are appropriate when attending meetings, workshops, board meetings and/or other events on behalf of or as a representative of the county office. In certain settings, collared shirts/polo shirts and/or turtlenecks are appropriate. Decorative, seasonal and for school/office spirit activities sweatshirts are considered appropriate.

Professional footwear should be worn at all times. Canvas-type shoes, clean and well-kept tennis shoes, and dress sandals are considered appropriate.

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLSUnprofessional Attire

Backless dresses, tube tops, halter tops, thin/spaghetti strap tops, sweatshirts, athletic pants, and shorts are not appropriate for the workplace or school setting. Flip-flops are also not considered appropriate.

Except for pierced ears, visible body piercings and tattoos featuring extreme colors, designs, or expressive messages must be covered if they are disruptive to the educational process.

Each department or program supervisor is responsible for reviewing these guidelines with county office employees. Employees who arrive at work inappropriately dressed will be counseled and may be sent home to change into attire that meets designated standards. Failure to comply with these attire guidelines may result in disciplinary action.

Business Casual Attire

Every Friday, denim pants/jeans, and denim skirts are considered appropriate attire when paired with an FCSS logo shirt, a school district logo shirt or neat, clean, and well-maintained business casual attire. Denim of any color must project a professional image.

Denim is also considered appropriate throughout the entire month of July each fiscal year.

***NOTE:*** *When an employee is assigned to attend an external event, meeting or conference on behalf of the FCSS on a Friday or during the month of July, professional attire will generally be required. Employees should consult their immediate supervisor beforehand with any questions.*

In addition, the county office shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, nor refuse to hire a job applicant based on religious dress, grooming practices, or protected hair styles.

Adopted: 11/01/2002

Amended: 08/17/2006; 06/06/2007; 01/26/2012; 10/01/2015; 08/16/2016; 09/19/2019; 01/3/2023; 07/1/2024;  
07/09/2024

**References:**

## GOVERNMENT CODE

3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

## CSBA

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