

Humboldt County Office of Education
SP 4119.22/4219.22/4319.22 Dress Code

Overview

The Humboldt County Office of Education (HCOE) is a professional work environment. HCOE believes that appropriate dress and grooming by employees contribute to a productive learning environment and model positive behavior. During work hours and at HCOE activities, employees shall maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. It is important to project a professional image to our students, families, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and professionalism.

Employees shall be allowed to dress in a manner consistent with their gender identity, gender expression, or religious belief (Government Code 12949).

HCOE shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940).

HCOE shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (CROWN Act, Government Code 12926).

This policy shall be presented to employees upon employment, through an employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. Supervisors are responsible for ensuring that their staff complies with this policy. Employees with concerns regarding a supervisor's enforcement of this policy may bring such concerns to the attention of the Director of Human Resources.

Dress Expectations - General

Employees shall report to work dressed in a manner that is appropriate and consistent with their job assignment and this dress policy. No clothing shall be worn which creates a safety hazard; is excessively revealing; displays any words, pictures, slogans, or designs which would be considered by reasonable standards to be vulgar, profane, or otherwise offensive for the workplace. Nothing in this policy shall prohibit the wearing of clothing or accessories (e.g. pins, buttons, lanyards, t-shirts) displaying employee organizational insignia (e.g. CSEA, HCSTA) as long as such clothing and accessories comply with all other standards within this policy.

Employees should wear clothing that conceals underwear, and the wearing of beachwear and sleepwear should be avoided. Jeans may be worn if they are not ripped, torn or have "fashion holes."

Dress Expectations – Office Settings

While working in an office setting, employees shall not wear hats, shorts or gym/workout wear.

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Exceptions

HCOE recognizes that there may be situations where exceptions to this policy are necessary or appropriate, such as:

- Religious, medical, or disability-related accommodations.
- Special events, occasions, or activities that require or allow different or casual attire, such as holidays, fundraisers, or spirit days.

Employees who need or request an exception to this policy should obtain prior approval from their supervisor or the Human Resources Department.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards 35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of Representation

12926, 12940, 12949 Unlawful Practices

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856 Miller v.

School District #167 (7th Vir. 1974) 495 F. 2d 658

(cf. 0415 – Equity)

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 Professional Standards)

(cf. 4119.25/4219.25/4319.25 – Political Activities of Employees)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)