

Program Year 2020 (*Issued December 2020*)

Purpose

The purpose of this document is to provide guidance regarding professional attire and appearance for Career Center Staff. All staff are to project a professional image for jobseekers, employers, and community visitors. NCWorks Career Center Leadership Teams have determined that business casual dress is the standard for all staff and partners within the center.

Staff should use the following guidelines to determine what is appropriate to wear to work. Certain events may call for a step above business casual when a suit, tie, and/or jacket may be appropriate such as meeting presentations, employer visits, and hiring events; however, business casual is the standard for daily center functions.

Guidelines

1. All staff shall wear clean and neat attire every day. Attire should be free of stains, odors, and wrinkles and fit appropriately (not unprofessionally tight, loose, or revealing when seated, bending, or stretching).
2. Business casual for men includes the following: dress pants, slacks or khakis, and dress shirts such as button-down shirts, polo shirts, golf-type shirts, and sweaters; suit jackets or sport jackets as appropriate. Conservative clean footwear such as dress shoes, loafers, and leather deck-type shoes are acceptable. Conservative sports shoes may be appropriate in some circumstances.
3. Business casual for women includes the following: appropriate shirts/blouses, sweaters, dress pants/slacks, dresses, and skirts. Pants must be mid-calf length or longer; skirts and dresses should not be shorter than two (2) inches above the knee and splits should be conservative. Shirts/blouses must have at least a two (2) inch strap on the shoulder; straps smaller than two (2) inches must be covered by a shrug, cardigan, or jacket. Leggings should be worn as part of an outfit under a skirt/dress or long tunic top that reaches mid-thigh. Leggings should be of a solid, dark/neutral color (such as black, gray, navy, brown, maroon) with no printed designs. See-through material must have an opaque tank top/camisole worn underneath. Conservative clean footwear such as dress shoes, clogs, boots, flats, dress heels, and dressy sandals are acceptable. Conservative sports shoes may be appropriate in some circumstances. In the event of employer/industry tours, staff should be aware of required footwear which is often closed-toe and closed-heel shoes.
4. Face coverings should be of solid/neutral colors and fit appropriately covering the nose and mouth. Face coverings should not display prints or logos.

5. Inappropriate dress on any day includes but is not limited to the following: denim jeans; sagging/baggy pants; sweatpants; exercise pants; yoga pants; shorts; spandex; bib overalls; mini-skirts; spaghetti straps; pajamas; hats; hunting attire; t-shirts or shirts or other items with logos, pictures, cartoons, or slogans (with the exception of work-related logos); camouflage or camo-printed attire; cold-shoulder tops/blouses; flip-flops; slippers; athletic sandals; and tennis shoes.

Just because an article of clothing or accessory is fashionable, on-trend, or comfortable does not mean that it is appropriate to wear to the career center.

Save it for the weekend!

6. Clothing that reveals your cleavage, back, chest, stomach, waistline, or undergarments is not allowed.
7. Jewelry, makeup, perfume, and cologne should be in good taste and at a minimal level if used.
8. Center staff who fail to comply with these guidelines will be addressed in the following manner:
 - i. All center staff will be counseled regarding appropriate attire. The dress code guidelines will be reviewed for understanding and clarification.
 - ii. Depending on the severity and frequency of violation, staff may be sent home to change. This time will be charged as Leave or Unpaid, at the Employer of Record's discretion.
 - iii. Partner agency staff concerns will be reported to the formal supervisor for resolution.
9. Limited exceptions to the above guidelines will be made on an individual basis by the Career Center manager based on the nature of work performed/required by staff. Examples include specific site visits such as outdoor site visits and manufacturing facilities as appropriate or activities such as moving furniture/inventory/cleaning.

Remember: If you would not wear your clothes or outfit to an interview, then do not wear them to work!