

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures
SUBJECT: Professional Attire Policy
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: F/8.11.2

Professional Attire Policy

All employees of Gadsden State Community College serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all employees shall dress in a manner and have an appearance that is appropriate and professional in light of their job functions and working environment. Questions regarding appropriate dress should be directed to the employee's immediate supervisor.

Employees may wear Gadsden State Community College logo apparel on Friday. All logo apparel should be neat, clean, and present a professional image. Questions regarding appropriate Gadsden State Community College logo apparel should be directed to the employee's immediate supervisor.

All Gadsden State Community College employees are required to wear a photo identification (ID) badge while on campus. These badges are essential for security, identification, and customer service and must be visibly displayed on the employee's person. If wearing the badge in this manner poses a safety concern, employees should consult their immediate supervisor. Photo ID badges are provided at no cost upon hire or when transitioning to a new department or position. However, employees needing a replacement due to loss or misplacement will be charged a fee, which supports the College's badge replacement fund. The fee varies based on the badge type (ID only or security access), with current costs ranging from \$5.00 to \$25.00 per badge. For events where employees represent the College, a non-photo name tag may be preferred instead of a photo ID badge. Name tags should be ordered through the College's institutional contract with Staples, following the new branding guidelines and funded through the respective departmental budget.