PROFESSIONAL STYLE GUIDE



Dressing for Success at KCC

At Kankakee Community College, employees are recognized not only for the service they provide but also for the professional impression they make through their appearance.

Employees are expected to maintain neat, clean attire appropriate for their position and reflective of KCC's commitment to a welcoming and professional environment.

If you have any questions about what's appropriate, please feel free to contact the Human Resource Director at ext. 8128.

Thank you for helping keep KCC's image professional and welcoming no matter the season!

What does "business casual" look like?

- Pants made of cotton, khaki, twill, corduroy, or gabardine (no blue jeans or leggings worn as pants)
- Dress or skirt, if desired **(of appropriate length)**
- Tailored dress shorts of appropriate length may be acceptable; **however**, jean shorts, athletic shorts, cargo shorts, and golf shorts are **not** permitted
- A cotton dress shirt/blouse that buttons down the front, or a knit polo shirt with a collar, or a cardigan/sweater **(no hoodies)**
- Dress-casual shoes such as Oxfords, loafers, leather slip-ons, short boots, or clean tennis shoes **(no foam or plastic clog-style shoes with holes)**
- Belt or tie, if desired



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SPECIAL DRESS GUIDELINES

Casual Denim Days

Employees who contribute at least $4 per pay period through the Giving Day incentive to the KCC Foundation or United Way may wear jeans on **Fridays only** and on approved Casual Denim Days. Participation in Casual Denim Days is optional.





Employees who choose to wear jeans must pair them with one of the following:

- Appropriate KCC-branded apparel, such as a KCC polo, T-shirt, sweater, sweatshirt, or hoodie; or
- A business casual shirt with a KCC name badge or staff ID.

Note: KCC-branded T-shirts, hoodies, and sweatshirts are considered casual attire and are only appropriate on approved Casual Denim Days. Outside Casual Denim Days, employees are expected to follow the College's normal business-casual dress code. Branded apparel is available for purchase through the Hammes Bookstore. Prices vary.

- Jeans should be clean, neat, and appropriate for the workplace. Jeans with holes, patches, fraying, excessive fading, excessive length, or a low-rise cut are not appropriate.
- Employees who choose not to wear jeans should follow the College's normal business casual dress expectations.
- All employee groups may participate in Casual Denim Days, consistent with applicable departmental or work-area requirements.
- Employees should consider their scheduled activities when determining whether casual attire is appropriate. Meetings, events, presentations, or other responsibilities may require more professional attire.



Professional appearance remains important on Casual Denim Days. All employees share responsibility for representing Kankakee Community College in a professional and appropriate manner.



Department-Specific Attire

Employees in the Physical Plant Department are required to wear uniforms, and certain employees in ITS are required to wear KCC-collared shirts. Details on obtaining and maintaining required uniforms are available from each department's Director.