

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Employee Dress & Grooming	
Procedure No.4216-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4216 – Employee Dress & Grooming</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board retains the authority to specify the following dress and grooming guidelines for employees that will prevent matters from having an adverse impact on the educational process.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address:2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

-Dress and be groomed in a professional manner

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.

CBA
Employee handbook