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Office of Student Employment

10/14/24

MEMORANDUM FOR: Record and Immediate release.

To: Student Employees and Student Employees Supervisors.

Subject: Policy #1: Dress Code.

Student employees are representatives of Missouri Valley College who interact with other (current and potential) students, staff, faculty, administrators, trustees, parents, and other important members of our community. Therefore, student workers are expected to dress in a manner that reflects a professional setting. Discretion and good judgment on the part of student employees in their style of dress and personal appearance are essential to the professional image and the safe operation of the college. Student workers are expected to dress in a professional manner appropriate to their working environment and to the type of work performed.

Whatever your work setting, you must wear presentable clothing that is clean. There may be additional clothing requirements depending on your specific job in regards to safety requirements. You are expected to dress neatly and in good taste. Each department will determine the student employee dress code based on differing student duties. Some areas may require more formal attire than others; please refer to your supervisor for more details. As a student employee of MVC, you are expected to dress in a manner representative of the College. Therefore, students are not to wear suggestively themed t-shirts that depicts lewd, sexually explicit, or indecent drug use.

Supervisors may require their employees only to wear school colors and/or clothing that is provided by the department for certain positions or at certain events.

Respectfully,



Michael H. Elam

Director of Student Employment