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## CO-LOCATED WORK

### All Staff

- Employees work on-site at their designated work location (i.e. school site, department, etc.)
- When employees are unable to report to work, they need to take appropriate leave; remote work is not available; work is co-located, which is on-site and in person, not remote.

### *Inclement Weather*

- Refer to employee's collective bargaining agreement/handbook

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## PROFESSIONAL ATTIRE

- When employees present a professional appearance, it creates a professional image of themselves and reinforces the importance of the work of the district. It shows that we care.
- Appropriate attire generally means looking professional and relaxed yet neat and pulled together, also known as **business casual** or smart casual
- Blue jeans in good, clean condition may be worn on any Friday of the year (casual Fridays), when working conditions are expected to be dirty or messy, or when the building is closed to the public, but should never be ripped (torn) or distressed
- Attire during summer and school breaks may be more relaxed but never sloppy, shorts, slippers and work-out attire are not allowed, and blue jeans are only allowed as noted above
- Attending formal public meetings, such as board meetings, requires a higher level of professional dress
- Staff are encouraged to support their favorite sports teams by wearing jerseys, etc. on the Fridays before game days (Mariners, Seahawks, Cougars, Huskies, etc.)
- Be considerate of other people's possible sensitivity to fragrances and if you wear cologne or perfume, use it sparingly and avoid using it altogether if it bothers others in your workplace

**Business casual** is a dress code that's a mix of casual and professional clothing.

### What to wear

- **Tops:** Button-down shirts, blouses, polo shirts, sweaters, henleys, turtlenecks
- **Bottoms:** Slacks, khakis, chinos, pencil skirts, knee-length skirts, dark pants without holes
- **Shoes:** Loafers, Oxfords, boots, flats, mules, lifestyle sneakers, heels
- **Accessories:** Simple jewelry, belts, scarves, ties

### What to avoid

- Jeans, sweatpants, shorts, athletic or yoga pants
- Overly flashy or extravagant tops
- Athletic sneakers, flip flops or slippers