

## **KCC employee Spirit Day/Casual Day Guidelines**

- Participation is optional.
- Jeans may be worn if accompanied by one of these:
  - A collared shirt with "Kankakee Community College"
  - A business casual shirt and a KCC name badge or staff ID.
  - (Spirit Day only) Scarlet Fever T-shirt
- To purchase a KCC collared shirt, visit the Hammes Bookstore. Marketing and public relations also has a limited supply. Prices vary.
- Please use good judgment in choosing appropriate jeans. Inappropriate jeans include those with patches, fraying, excessive length, low-rise cut and/or very faded.
- Those who choose not to wear jeans should wear their normal work attire; or they can choose to wear a KCC collared shirt (Or Scarlet Fever T-Shirt on Spirit Day) along with their normal attire.
- All employee groups can participate.
- Please use good judgment in choosing whether to wear jeans. Depending on what is scheduled for a particular day, jeans may or may not be appropriate. Professional appearance is important, and all employees share the responsibility of representing the college.

Questions regarding casual days should be directed to the director of human resources.