

PERSONNEL 3.0

Dress Code -- 3.19

Issue August 23, 2010

Date:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Employees are expected to maintain a standard of dress and grooming which reflects good taste and common sense. Employees must project a professional appearance by being clean, well-groomed and neatly dressed in clean clothing. Business or business casual attire should be worn everyday except on designated casual days. Excessively sheer or "see-through" clothing and tight-fitting/revealing clothing is inappropriate for the work place.

APPLICABILITY

This policy applies to all employees of the Bureau of Health Services who work in the Central Office. Section Chiefs have the authority to administer the required dress code as dictated by Public Health Nursing Dress Code Policy and/or State Lab Guidelines for applicable personnel.

PURPOSE

To ensure employees understand the dress code and consequences for non-compliance.

PROCEDURE

The Director of the Bureau of Health Services, Section Chiefs and supervisors are responsible for ensuring all employees adhere to the dress code policy. Supervisors will be responsible for determining whether clothing violates this policy. Employees who are found in violation of the dress code policy will be sent home on annual leave and expected to return to work the same day appropriately dressed.

The following is a list of inappropriate dress. This list is not all-inclusive, but should serve as a guide for defining appropriate dress.

Inappropriate Dress

- **Slacks and Pants:** Jeans (except on Fridays and casual days designated by the Commissioner's Office); sweatpants; warm-up/jogging suits; overalls; exercise clothing; shorts, including cut-off shorts and cut-off sweatpants.
- **Shirts and Tops:** T-shirts and sweatshirts which contain slogans, pictures, advertisements, cartoons, or anything offensive or inappropriate; (T-shirts and sweatshirts, other than the above, may be worn on Fridays and on casual days designated by the Commissioner's Office); tops with low-cut necklines; backless tops; spaghetti-strap or other thin-strapped tops; halter-tops; clothing that exposes the midriff. All men's shirts, with the exception of sweaters and sweatshirts, are to be tucked in at all times.
- **Dresses and Skirts:** Excessively short or mini-skirts; spaghetti-strap or other thin strapped dresses; backless dresses; dresses with low-cut necklines.
- **Footwear:** Athletic shoes (except for Fridays and casual days designated by the Commissioner's Office); shower shoe type plastic, rubber or cloth flip-flops; beach shoes; or house shoes.
- **Caps and Hats:** All except religious head covering inside the building.

At the discretion of the Director of the Bureau of Health Services or Section Chiefs, employees may be allowed to dress differently for moving or clean-up days. On such occasions, employees will be informed of the dress code options available for those days. Exceptions may also apply to inclement weather or the nature of assigned work tasks for the day. Employees with medical needs or those assigned extra physical activity may be granted permission by their supervisors to dress casually on other days.

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615) 741-7305