

**District 2 Public Health
Policy # 233
Dress Code Policy
Revised 2/1/2017**

POLICY

District 2 Public Health has established an image of professionalism and it is important for all employees to continue to reinforce this image with regard to personal appearance. Each employee is responsible for knowing and abiding by the Dress Code Policy. This revision of the code provides clarification to potentially confusing items, and reflects modern changes in style and culture.

This policy applies to all employees of District 2, including the employees of each of the respective Boards of Health that comprise this health district. It governs the appropriate dress of employees during normal business hours of Health Department/District Office operations, during training activities, and while attending meetings, conferences, or classes where the employee is representing the local Board of Health or the District. One of the key aspects of any agency's image is the way the employees dress and the customer's perception of the employee's appearance and professionalism. District 2 has developed a dress code policy that makes each employee, in conjunction with his/her supervisor, responsible for how (s)he dresses. The general policy allows for the recognition that different styles will be necessary, depending on changes of season, degree of customer contact, nature of work, as well as safety issues.

The specifics of this policy may vary with each department and county. Department particulars will be determined at the supervisor's discretion with Management Team's approval. If a Department Supervisor or County Manager wishes to vary from the general policy or add specifics due to the nature of the job duties, they may submit an Application for Dress Code Amendment to the Management Team for approval. The amendment must then be attached to the Dress Code Policy and distributed to the employees of that department/county.

Safety Equipment and Identification Badges

As a term and condition of employment, and in accordance with safety guidelines and Department policy:

- In certain work environments, employees may be required to wear:
 - Protective clothing/shoes
 - Aprons
 - Gloves
 - Hat/helmet
 - Other safety related equipment
- ID badges must be worn during work hours:
 - When interacting with clients and/or the public
 - When representing District 2 at various off-site venues.

Uniforms and Clinical Attire

All clinic based staff must wear approved clinic attire while in clinic setting:

- Scrubs
- Lab Coat/Jacket
- Closed-toe shoes

OR

- Street clothes with lab jacket
- Closed-toe shoes

NOTE: If you travel to a county that adheres to a different dress code than your county, you are allowed to wear the attire normal to your county. For instance, if your county wears street clothes and lab jackets for clinic and you travel to a clinic that wears strictly scrubs, it is appropriate for you to wear your normal dress code, as a visitor.

Clinic attire will be determined at the supervisor's discretion with Management Team's approval following the process for *Application for Dress Code Amendment*.

Professional Dress

All employees are reminded that clothing and shoes should be business casual in style and appropriate for the workplace and individual work environments. Apparel must be designed in styles and fabrics appropriate for business hours. Each employee must take a level of responsibility for what (s)he wears and how his/her appearance can either enhance or detract from professionalism in his/her work.

All employees are reminded that if they have a question regarding the appropriateness of a particular item, it should be discussed with his/her supervisor prior to wearing the item to work. Reasonable accommodations shall be made by the supervisor for employees who because of religious belief, cultural heritage or medical reasons request a waiver of a particular part of this policy for dress or appearance.

Appropriate Work Appearance/Attire (may not be all inclusive)

- Blouses (any length sleeve, including shells and conservative sleeveless)
- Camisole/Tank-top
 - Must be covered by another garment (i.e. blouse, sweater, jacket, etc.)
- Collared dress/sport/polo shirt
- Colored denim (i.e. black, green, red, khaki)
- Dresses/skirts (no shorter than three (3) inches above the knee)
- Leggings
 - Made of substantial/quality material
 - Must be covered to mid-thigh by:
 - Sweater/Blouse
 - Dress, etc.
- Head coverings (as related to religious or cultural heritage, medical reasons, special days)

- Jeans (can be worn when appropriate for specific functions. E.g. inventory days, fieldwork, IT installations, EP maintenance, etc)
 - Slacks
 - Skorts/capris (length must be no higher than mid-calf)
 - Sweater/Sport Jacket
 - Tie (may be required/appropriate to circumstance)
 - T-shirts
 - Acceptable if:
 - Health Department T-shirts
 - They are tailored
 - Do not include vulgarity
 - Logos are covered by sweater, jacket, lab coat while serving clients
 - Facial hair
 - Either clean-shaven, or kept neatly trimmed
 - Fingernails
 - Clean and neat
 - No longer than one half size longer than the nail bed
 - Work conditions may require shorter
 - Footwear
 - Open-toe shoes are not permitted in clinic areas and are not appropriate for field work.
 - Conservative athletic/walking shoes
 - Sneakers
 - Loafers
 - Boots
 - Leather deck-type shoes
 - Sandals (must have hard sole, not permitted in clinic/field environments)
 - Jewelry
 - Must not impede work duties
 - Must not pose a safety risk
 - Colognes/perfumes/fragrances/after-shave
 - Mild fragrances
 - Used minimally
- ❖ ***All clothing should properly cover cleavage, chest, stomach and backside, and undergarments, even while bending/stooping over.***

Inappropriate Work Appearance/Attire (may not be all inclusive)

- Pants
 - Torn, dirty, stained, rumpled
 - Sweatpants/track pants
 - Camouflage
 - Spandex
 - Blue jeans (not to be worn except for “Blue Jean”/Dress Down day, unless appropriateness applies. *See Appropriate Appearance/Attire*)
 - Any pants that include logos, pictures, slogans, or potentially offensive words
- Blouses/tops
 - Spaghetti straps

- Revealing, sheer, or cut-out elements
- Off the shoulder
- Midriff tops
- Halter tops
- No excessive armpit cut-outs
- Camisoles/Tank tops/Wife beaters worn alone without another garment covering them
- Dress/Skirts/
 - Very short (more than three (3) inches above the knee)
 - Extremely tight
 - Slits more than three (3) inches above the knee
 - Revealing, sheer or cut-out elements
- Footwear
 - Crocs (loose fitting, with holes)
 - Rubber soled flip flops
- Sundresses/Spaghetti strapped dresses/tops
 - Unless covered by: sweater, blouse, jacket, etc.
- Undergarments:
 - Bras/underwear that is visible through clothing
- Hats/ball caps or any other head covering while indoors, except as noted above.
- Extreme hair color
 - Any color not found in human nature (i.e. blue, green, magenta, etc)
- Fingernails
 - Extremely long, or of such a length that they impede duties
 - Dirt under finger nails
- Jewelry
 - Body piercings worn on or about:
 - Lips, nose, mouth, tongue, or any other exposed body part other than the ear
- Any clothing, jewelry, tattoos, or accessories that are:
 - Torn, dirty, stained, rumpled
 - Offensive, vulgar, degrading, profane
 - Culturally insensitive
 - Advertise for political candidate/business
 - Clothing that does not properly cover: cleavage, chest, stomach, backside, camisoles, tank tops, bra straps
- Colognes/perfumes/fragrances/after-shave
 - Scents that are very strong or worn in excessive amounts as may cause clients/co-workers illness/distress
- Tattoos
 - Which are offensive, culturally insensitive
 - Visible:
 - Above the neck or on the face



Blue Jean or Special Dress Day

Fridays and pay days are considered dress down/blue jean days. Health Departments can establish additional, special “blue jean”/dress down” or “holiday dress up” day to allow employees to wear appropriate blue jean pants or seasonal wear. All employees must be made aware of the designated blue jean/dress down/holiday dress up days. Attire must follow above dress code guidelines. Additionally, employees traveling to other health departments during the employee’s dress down day must wear attire appropriate to the dress code of the health department they are traveling to.

Employees must also dress appropriately for the environment that they are working in on dress down days (i.e. meetings, conferences) and appropriate business attire must be worn in these circumstances.

Conclusion

Determination of the appropriateness of dress shall be left up to the discretion of the immediate supervisor and/or the Management Team. If an employee feels that the supervisor’s determination is unreasonable or unfair, the employee may appeal to HR. If clothing fails to meet these standards, as determined by the employee’s supervisor or HR, the employee will be counseled and/or sent home to change which will result in a charge against annual leave.

Approval:		
	District Health Director/Appointing Authority	Date

Signature of Understanding

I, _____, hereby understand the Dress Code Policy #233 of District 2 Public Health and will adhere to its guidelines in furtherance of performing my duties and representing our organization in a professional manner.

Signature of Employee

Date

Dress Code Appeal Form

_____ Health Department requests to amend the District 2 Dress Code Policy #233 as follows: _____

To be effective (date) _____

- ☐ Approved
- ☐ Denied

Management Team Representative