



Dress Code

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Document Owner's Approval:	 Macy Comeaux, SHRM-CP, Human Resources Director		
Executive Director's Approval:	 Kristin Bonner, BSN, RN, Executive Director		

Policy Statement:

It is vital SCLHSA and its employees project a level of professionalism in both the provision of services and our appearance. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image SCLHSA presents to the community.

Rationale:

To ensure all employees adhere to specific dress, grooming, and personal cleanliness standards.

Procedure:

A. Applicability

This policy shall apply to all employees of SCLHSA to include classified and unclassified employees, contractors, students, interns, and volunteers. Employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Employees shall adhere to this policy during all times they are on duty or while they are representing SCLHSA at an off-site meeting or convention location or at any other assigned work location as designated by the Appointing Authority.

B. Guidelines

This policy is to serve as a general guideline for employees of SCLHSA regarding dress and appearance. Appropriate office dress shall be referred to as 'business casual attire'. This is less formal than 'professional attire' but remains appropriate for a conservative office environment and includes:

1. Appropriate Clothing:

Dresses or skirts (in a length appropriate for an office environment); slacks; trousers; dress pants; dressy capris (mid-calf or ankle length); leggings if worn with oversized shirt/dress to 3" (inches) above knee; blouses; sweaters and cardigans; polo or golf shirts with collars; open-collared, button-down and/or polo-styled collared shirts; appropriate shoes and accessories.

Nursing staff (including RN's, LPN's, RN Supervisors, and Medical Assistants) must wear solid color, navy scrubs. Clerical administrative staff (including Administrative Coordinators and Administrative Supervisors) must wear solid color royal blue scrubs. Solid color navy/royal blue scrubs with colored trim are acceptable. Scrubs with prints are not acceptable. When wearing a scrub jacket, a collared polo of any solid color coordinating with navy/royal blue may be worn. Long sleeve coordinating t-shirts may also be worn under a normal scrub top with or without a scrub jacket.

Employees may be required to dress in 'professional attire' when assigned to attend a business meeting, convention, seminar, etc. Professional attire would include suits, dresses, dress shirts, dress pants, ties and accessories.

Maintenance staff may wear jeans, appropriate collared work shirt and appropriate protective footwear. Clean, well-maintained athletic shoes are acceptable footwear.

2. Inappropriate Clothing:

- Jeans (any color) unless approved by Executive Director
- Tennis shoes, sneakers or athletic shoes unless approved by the Executive Director
- Clothing that is excessively tight and/or revealing
- Stretch pants, spandex/lycra clothing or shorts
- Sweatshirts, beach wear, athletic/leisure wear, work-out attire
- T-shirts
- Any clothing with indecent, provocative or obscene language, slogans or messages
- Thong-type sandals and/or rubber flip flops of any kind
- Any other clothing/shoe wear/accessories which may present a safety hazard.

C. Accountability/Enforcement

All employees are responsible for their personal appearance while performing their assigned duties. Management staff and supervisors are accountable for the enforcement of this policy. Employees who fail to comply with this policy or any supervisory directive relating to the employee's non-adherence to this policy may be subject to disciplinary action, up to and including termination. Supervisors shall maintain documentation of any incidents of employee non-compliance and shall forward copies of same to the Human Resources Department for possible formal disciplinary action.

If it is determined an employee has reported to work in inappropriate attire, the supervisor may send the employee home to change into other attire. During this time frame, the employee will be placed on leave without pay status. The employee must return to their work station in a timely fashion according to the directive given by the supervisor.

The guidelines listed in this policy represent minimum standards referencing dress and appearance and they are not intended to be an exhaustive listing of what is acceptable and unacceptable. It is expected employees will exercise good judgment and they will maintain a neat and well-groomed, personal appearance at all times while performing their assigned duties. Questions regarding appropriate dress should be directed to the immediate supervisor.

Compliance Requirement:

There are no compliance requirements for this policy.

Attachments:

There are no attachments for this policy.

Linkages:

There are no linkages for this policy.