



## Dress Code Policy

**Original Effective Date:**  
May 16, 2011

**Review / Revision Date:**  
June 22, 2017

**Board of Health Resolution:**  
2017.06.082

**Maintenance Steward:** Human Resources Director

**History:** ☐ New ☒ Revised ☐ Archived

**Organizational Scope:**

☒ Full Agency ☐ Administration ☐ Community Services ☐ Environmental Health ☐ Health Services

**Frequency of Review:**

☐ Annually ☒ Biennially ☐ 5 Years ☐ As Needed ☐ Other:

**Location:**

**G-Drive:** G: → Users → Common → Policies & Procedures

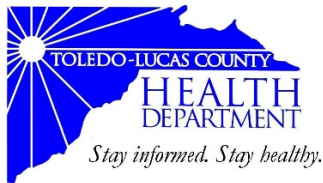
**Website:** [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)

**Hardcopy:** TLCHD Policies & Procedures Manual, HR Office

**Archived Version(s):** G: → Users → Common → Policies & Procedures → Archived Versions

### Requisite Signatures

<input checked="" type="checkbox"/>	 Board of Health President	<u>7/1/2017</u> Date
<input checked="" type="checkbox"/>	 Health Commissioner	<u>07-05-17</u> Date
<input checked="" type="checkbox"/>	 Director of Administrative Services	<u>7/5/2017</u> Date
<input checked="" type="checkbox"/>	 Director of Environmental Health & Community Services	<u>6/22/2017</u> Date
<input checked="" type="checkbox"/>	 Director of Health Promotion & Policy Integration	<u>7/5/2017</u> Date
<input checked="" type="checkbox"/>	 Director of Health Services	<u>7-5-17</u> Date
<input checked="" type="checkbox"/>	 Director of Human Resources	



## Dress Code Policy

### I. Policy

It is the policy of the Toledo-Lucas County Health Department that all employees are expected to present a clean, neat, business-appropriate appearance when representing the Health Department.

### II. Scope

This policy applies to all employees, contract-staff, students, and interns of the Toledo-Lucas County Health Department.

### III. Purpose

The purpose of the Dress Code Policy is to promote a professional and business-appropriate appearance to clients and visitors.

### IV. Appropriate Office, Professional, & Field Attire

- A. All clothing should be clean, in good repair, and reflect positively on the Toledo-Lucas County Health Department and its workforce. Employees should not wear clothing that could be offensive to the public or other employees.
- B. If an employee has a question regarding the appropriateness of an item of dress, they should make an inquiry to their supervisor and receive approval before wearing the clothing to work.
  - 1. If an article of clothing is deemed to be unsafe or inappropriate by the employee's supervisor, the employee may be instructed to go home and return to work in more appropriate attire.
  - 2. If an employee must leave work due to inappropriate or unsafe attire, time spent away from work to remedy the infraction shall be charged to that employee's vacation or compensatory time. If an employee is without leave, the time away from work to remedy the infraction will be unpaid. Flagrant and/or repeated violations of this policy may result in discipline.
- C. Appropriate Clothing
  - 1. Casual slacks, dress pants, business suits, pantsuits, sport jackets, gauchos and capris (knee length or longer).
  - 2. Casual or dress shirts, golf/polo shirts, blouses, sweaters, and turtlenecks.
  - 3. Casual dresses and skirts of an acceptable length (refer to section (IV)(D)(1))

4. Loafers, boots, flats, heels, dress sandals, and deck shoes

#### **D. Prohibited Clothing**

The following clothing is prohibited except as permitted unless otherwise permitted as described in this policy.

1. Clothing that is provocative or revealing such as halter-tops, tops with bare shoulders, spaghetti straps, strapless, excessively low cut, backless, or clothing that reveals midriffs, tube tops, micro- or mini-skirts that reveal the upper half of the thigh when seated, etc.
2. Clothing meant for leisure such as jeans of any color, jogging or wind suits, sweat pants, shorts, bib overalls, leggings, spandex, tank tops, sweatshirts, T-shirts of any color of an undershirt design unless worn under another, appropriate shirt, blouse, jacket, etc.
3. Clothing with large lettering, logos (except clothing brand name logos, logos related to the Health Department or related professional associations), or clothing or accessories containing messages or illustrations that may be offensive, controversial, political, or contrary to the mission and/or professional image of the Department.

#### **E. Clinical Setting**

1. With supervisory approval in clinic areas, or medical home visits, clinic attire such as scrubs, lab coats, and athletic/tennis shoes are permitted.

#### **F. Field Setting**

1. Employees who work in the field on a regular or occasional basis should also maintain a professional appearance, especially when dealing with the public.
2. Subject to supervisory approval and in accordance with the nature of the work, field employees may wear clothing appropriate for the activities in which they are engaged (e.g., jeans, t-shirts, tennis shoes, shorts, etc.).
3. While working in the field employees shall wear all appropriate Personal Protective Equipment (PPE) and use all appropriate safety equipment as deemed necessary by policy and/or safety personnel.

#### **G. Medical Necessity**

1. Medical conditions which require clothing items/footwear that otherwise might be considered inappropriate by this policy should be documented with a physician's statement and reported to the Office of Human Resources as soon as practicable.

## **H. Dress-Down Events & Casual Days**

1. On dress-down or casual days, as pre-approved by the Health Commissioner or designee, employees may be permitted to wear jeans that are neat, clean, and without holes or fraying, as well as tennis or athletic shoes. Employees must still present a professional appearance at all times.

## **I. Appearance at Meetings**

1. If scheduled to attend a meeting with the public or City, County, or other officials, an employee's attire must be professional, business-like, and appropriate for the occasion which may include wearing a sports jacket, shirt and tie, dress or business suit as deemed appropriate for attendance at such a meeting.
2. Employees must plan to wear or have appropriate attire on hand for potential business meetings should they occur on a dress-down event or casual day.

## **J. Reasonable Accommodation for Religious Practices**

1. Hairstyles, clothing, body art, and/or accessories associated with religious practices will be given appropriate consideration for reasonable accommodation based on the nature of the job and supporting documentation.

## **K. Haircare, Body Art, & Accessories**

1. Hair and accessories that present a hazard in equipment operation, public contact, inspection activities, or other operations is prohibited. Generally hair, sideburns, moustaches, and beards are to be kept clean, combed, and neatly trimmed or arranged no matter the length.
2. Hats, caps, sweat bands, bandanas and other head-wear are prohibited unless related to a medical condition, job assignment, or other condition approved by a supervisor.
3. Employees involved in direct patient care/contact must keep fingernails clean, well groomed, and of appropriate length of less than ¼ inch long to be able to perform the duties of their job safely. If nail polish is worn, it should be free from chips, cracks, or peeling.
  - a. Artificial nails or substances or devices applied to natural nails to augment, enhance, or extend the nails is prohibited in cases where it interferes with or causes a hazard to the employee, patient, or public such as for direct patient care/contact, body art facility inspections, or food services inspections.

4. In order to ensure a professional appearance and proper hygiene and safety, visible body art, tattoos, and body piercings, with exception for earrings, may be ordered covered or in the case of piercings ordered removed by supervisors, directors or the Health Commissioner. The cost of any covering will be paid by the employee.

## **V. Maintenance**

### **A. Review**

1. The *Dress Code Policy* is to be reviewed every two (2) years to ensure compliance with both agency and accreditation standards.

### **B. Revision**

1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

## **VI. Glossary**

- A. **Field Employees**: any staff whose routine duties involve working away from the main Health Department Campuses (i.e. school nurses, sanitarians, etc.).

## Record of Change

(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By