

 <p><i>Sedgwick County... working for you</i></p>		DRESS CODE POLICY		
		SEDGWICK COUNTY HEALTH DEPARTMENT		
		REVIEWED DATE(S):	REVISION DATE(S):	EFFECTIVE DATE:
NEXT ANNUAL REVIEW PERIOD:		POLICIES, FORMS, ATTACHMENTS AND/OR OTHER REFERENCE DOCUMENTS:		
2024				
POLICY NUMBER:	PAGE(S):			
1.503	4			

I. PURPOSE:

To define appropriate and professional attire for Health Department (SCHD) staff to present a professional and well-groomed appearance to consumers/clients, coworkers, community partners and the general public; to protect clothing during medical procedures; and to identify resources available to Animal Control Officers following the event of an exposure or contamination related to animals or the environment.

II. POLICY:

Work attire shall complement an environment that reflects an efficient, orderly, and professionally-operated organization. At all times during business operations, staff shall dress professionally as defined below:

- Staff may wear jeans on Thursdays/Fridays (last scheduled working day of week of assigned work schedule) **if** a \$1 is donated to the SCHD Staff fund (formally known as Betterment fund).
- All laboratory and medical staff shall wear scrubs or a lab coat;
- Disease Investigative Specialists (DIS) staff shall wear lab coats while performing venipuncture;
- Animal Control Officers shall dress in uniforms provided by Sedgwick County during normal and on call hours.

All Supervisors/Program Managers (SUPV/PROG MGR) shall monitor staff for appropriate apparel.

Division Directors (DIV DIRs) and PROG MGRs may require a more stringent code than stated in this policy.

A. Appearance of one's attire shall be clean, neat and/or pressed and sized appropriately; clothing with holes/tears, is tight-fitting or that needs to be pressed is not permissible.

1. Shirts:

- No writing or pictures.
- No tube tops.
- No halter-tops.
- No muscle shirts.
- No tank tops unless worn under a jacket.
- No spaghetti straps unless worn under a jacket.
- No sweatshirts.
- No hoodies.
- Midriffs should be covered at all times.
- Traditional buttoned-down collared shirts and polo type shirts with or without county logo / approved division shirts may be worn on any workday; must be worn tucked in.
- T-Shirts
 - o No tee shirts with writing, pictures, or graphics allowed.
 - o Plain tee shirts allowed if worn under a jacket.
 - o Tee shirts with county logo may be worn during a health fair event.

2. Slacks
- Shall not be tight fitting.
 - Must be hemmed.
 - No sweatpants (including “dressier” sweat pant suits).
 - No pajama bottoms.
 - No shorts.
 - Crop/capris pants may be worn, but must hit mid or below the calf.
 - No leggings or tights worn as pants (form-fitting pants).
 - Leggings (ankle-length required) may only be worn with tunics or skirt/dress (see #3 below).
 - No denim except on Friday (or Thursday if last day of the work week) Casual Day (see below).

3. Dresses/Skirts:
- Shall not be tight fitting.
 - Length must be no shorter than 2 inches above the knee.
 - If worn with leggings, length of skirt/dress must comply above length requirement -- no shorter than 2 inches above the knee.
 - No halter or tube tops.
 - No spaghetti or tank straps unless worn under a jacket.

4. Hats/Caps: May be worn outside only.

5. Shoes:
- No flip-flops (plastic/rubber beach shoes) or slippers.
 - Tennis shoes allowed with supervisor approval (job specific).

Field Staff: For safety purposes, only shoes encasing the toes are appropriate wear when doing any type of field work (*e.g., home visits, interviewing clients, etc.*).

6. Piercing:
- Body piercing must not be evident during working hours. This is to include but not limited to eyebrows, nose, lip, and chin. You may choose to remove the pierced jewelry during work hours or cover the piercing with a Band-Aid. Tongue piercing shall only be acceptable when the jewelry is small and is a clear plastic or flesh color.
 - Pierced ears are acceptable.

7. Undergarments: Bras and underwear, including boxers and thongs, are to be completely covered up and not viewable.

8. Tattoos:
- All tattoos that are offensive; racist; or represent gangs, death, violence, or sex are to be covered.
 - All other tattoos visible to the public shall be discussed with the supervisor as to whether they are acceptable or need to be covered with clothing or opaque makeup.

9. Hair Color: Only natural type colors are acceptable (brown, black, blonde, auburn shades) vs. neon or non-natural (pink, blue, green, purple, etc.)

10. Cleavage: Shall be covered with appropriate attire, as noted above.

B. Laboratory, medical and dental staff serving clients in the Preventive Health Division, TB Control Clinic, and Children's Dental Clinic shall wear scrubs or a lab coat at all times while serving clients or in the presence of clients including casual Fridays. DIS staff shall wear lab coats while performing venipuncture in the clinic; protective equipment in the field during blood draws is used according to the Kansas Department of Health and Environment Sexually Transmitted Infection Field Services Manual.

1. The SCHD shall pay an annual stipend of up to \$100 per medical/lab/DIS staff member each calendar year for required scrubs and/or a lab coat. Program budgets shall be used. In no case will the County tax exempt status be used for purchases. This stipend shall be paid 30 days after the medical/lab/DIS staff member requests reimbursement (as detailed in the "Employee Responsibilities" section below) if the staff member remains employed by the SCHD on the scheduled day of stipend payment.

Employee Responsibilities:

- Placement of order and purchase of their scrubs and/or lab coats;
- Attain and provide an actual copy of the receipt for the purchase of scrubs and/or lab coats with purchase date and total cost identified (shipping confirmations will not be accepted);
- Complete request for reimbursement and submit with receipt to SCHD Finance.

SUPV/PROG MGR's Responsibilities:

- Keep track of employees' allocations; in no case shall staff be allowed reimbursements to exceed \$100.

2. Frontline or other non-medical / dental / lab / DIS staff working in programs listed in B. above, wishing to wear scrubs may do so but shall not be eligible for the annual stipend.
3. Programs may pay for SC logo clothing for staff if it is required that all staff in their program wears it for ongoing designated uses, such as for health fairs or community/school clinics. Otherwise, it is the responsibility of the individual to pay for their SC logo clothing.

C. Animal Control Officers

1. Uniforms shall consist of a program-specific blue polo shirt, badge, black pants, and issued footwear. Radio, vest, gloves, and bite stick shall be worn daily. Hats are optional. Uniform designated hats only.
2. Program-specific parkas, coats, gloves, or jackets may be worn at the discretion of the employee.
3. A locker room and assigned locker shall be issued to the officer for maintenance of dress and equipment.
4. Animal Control officers may utilize EMS shower rooms as needed due to exposure or contamination related to animals or the environment.

D. Friday (or Thursday if last work day of the week) Casual Day.

Jeans may be worn on Casual Day under the following conditions:

1. Jeans and other clothing must be appropriate per the above policy. Jeans may not be tattered, overly faded, or torn.
2. Staff who wears jeans shall contribute \$1 to the Betterment Fund for each time they wear jeans on Casual Day.

3. Staff are not permitted to wear jeans during the attendance of:

- a. A SCHD All-Staff meeting;
- b. A meeting* with external partners; OR
- c. To conduct an outside presentation.

*In the event prior knowledge exists that jeans are frequently worn by those (primarily, external partners) in attendance on Fridays', HD staff are also permitted to wear jeans to those meetings.

These are minimum standards. More restrictive guidelines may be established at the discretion of the individual programs.

E. Enforcement: SUPV/PROG MGR's are responsible for monitoring and enforcing this policy.

The policy shall be administered according to the following action steps:

1. If questionable attire is worn in the office, the SUPV/PROG MGR shall hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriate nature of the attire.
2. If an obvious policy violation occurs, the SUPV/PROG MGR shall hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. If the employee is non-exempt, any time not worked due to the need to change clothing shall need to be made up or vacation time used.
3. Repeated policy violations shall result in disciplinary action, up to and including termination.

III. DEFINITIONS:

Dental Staff: All person(s) who are licensed and/or certified to perform dental services and who are providing direct client services on a regular basis as Dental Hygienists, Dental Assistants, or Volunteer Dentists.

Laboratory Staff: Lab Director, Medical Technicians, and Medical Technologists.

Medical Staff: All person(s) who are licensed and/or certified to perform medical services and who are providing direct client services on a regular basis as Mid-Level Providers, Registered Nurses, or Medical Assistants.

Approved by:



February 11, 2020

Adrienne Byrne, Health Director

Date