

DRESS CODE POLICY & PROCEDURE

(Policy and Procedure)

DIVISION/PROGRAM: Administration/Human Resources

SUBJECT: *Dress Code*

TOTAL # OF PAGES: 3

SCOPE: Columbus Public Health, All Staff

REVIEW FREQUENCY: Every 5 years

LATEST EFFECTIVE DATE: 10/24/2011

REVISION DATE(S): 12/31/2010, 9/20/2011

BOH APPROVAL DATE: N/A

REFERENCE NUMBER: N/A

PURPOSE:

Employees' appearance reflects directly on the image of the City and Columbus Public Health. Consequently, this dress code policy promotes a professional and business-like appearance for employees.

POLICY:

All employees are expected to present a clean, neat, business-appropriate appearance when representing the City of Columbus and Columbus Public Health. The following principles are to be considered when dressing for the workday:

PROCEDURE:

A. Clothing - All clothing should be clean, in good repair, and reflect positively on the City of Columbus and its workforce. Employees should not wear clothing that could be offensive to the public or other employees.

1. Office or Professional or Restaurant Field Setting

a. Appropriate Clothing

- i. Casual slacks, dress pants, business suits, pant suits, sport jackets, gauchos and capris (knee length or longer).
- ii. Casual or dress shirts (ties optional), golf/polo shirts, blouses, sweaters, and turtlenecks
- iii. Casual dresses, skirts and split skirts of an acceptable length
- iv. Loafers, boots, flats, heels, dress sandals, and deck shoes.

b. Prohibited Clothing, unless otherwise permitted as described in this policy:

- i. Clothing that is provocative or revealing such as halter-tops, tops with bare shoulders, spaghetti straps, strapless, excessively low cut, backless or that reveals the midriff, tube tops, micro-skirts, or mini-skirts that reveal the upper half of the thigh when seated, etc.
- ii. 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 that is of a an undershirt design unless worn under another shirt, blouse, jacket or jumper, etc.
- iii. Clothing with large lettering, logos, (except clothing brand name logos, such as *Dockers*, *Chaps*, etc. and logos related to the City of Columbus, Columbus Public Health, or professional associations with a nexus to the City of Columbus or

Columbus Public Health), 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.

iv. Athletic and tennis shoes, thongs, flip flops, crocks, hiking boots, and slippers.

2. Clinical Setting – Subject to supervisory approval in clinic areas or medical home visiting situations, clinic attire, such as scrubs and athletic/tennis shoes are allowable. Except as specified in this section, all other allowances and prohibitions named in Part II.A.1. shall apply.

3. Field Setting - Employees who work in the field on a regular or occasional basis should also keep a professional appearance, especially when dealing with the public. Due to the nature of the work, however, subject to supervisory approval, employees may wear clothing appropriate for the activities in which they are engaged, including jeans, T-shirts, tennis shoes, etc. While working in the field employees shall wear all appropriate personal protection equipment (PPE) and use all appropriate safety equipment as deemed necessary by policy and/or safety personnel. Except as specified in this section, all other allowances and prohibitions named in Part II.A.1. shall apply.

B. Appearance At Meetings – If an employee is scheduled to attend a meeting with the public, City or other officials, the employee's attire must be professional, business-like, and appropriate for the occasion which may include wearing sports jacket, shirt and tie, dress or business suit as deemed appropriate for attendance at such meeting. Employees participating in dress-down events or casual days must have appropriate attire for such meetings on-hand for potential business meetings.

C. Dress-Down Events and Casual Days – On dress-down or casual days, as pre-approved by the Health Commissioner or designee, employees may be permitted to wear jeans (neat and without holes), sports team T-shirts, sweatshirts, and athletic or tennis shoes. Except as specified in this section, all other allowances and prohibitions named in Part II.A.1. shall apply.

D. Medical Necessity - 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 department/division Human Resources office in advance of wearing such items.

E. Reasonable Accommodation For Religious Practices - 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.

F. Hygiene - All employees must ensure their personal hygiene habits result in a clean, non-offensive appearance and presence, and that their use or non-use of hygiene or scented products is not unpleasant, distracting, or presents a health risk for others they encounter.

G. Haircare And Accessories - 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 in a natural looking color, clean, combed, and neatly trimmed or arranged no matter the length.

H. Fingernails for Specific Positions 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. For these employees, if fingernail polish is worn, clear polish is preferable and polish cannot be chipped, cracked or peeling.

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 service inspections.

I. Piercings And Body Art - 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 an appointing authority or designee if considered inappropriate. The cost of any covering will be paid by the employee.

Policy Adherence and Remedies

If an employee has a question about whether an item of dress is appropriate for work, an inquiry should be made to and approval received from the employee’s supervisor or manager before wearing the clothing to work. If such prior approval is not obtained, and a supervisor deems an employee’s appearance or dress to be unsafe or inappropriate, the supervisor will address the situation with the employee. Depending upon the seriousness of the infraction as determined by management, an employee may be instructed to go home and return to work in more appropriate attire. The employee will be charged vacation or compensatory for any time utilized away from work to remedy the infraction. If the employee is without leave, the time away from work to remedy the infraction will be unpaid. An employee may be disciplined for flagrant violations of this policy and/or any violations of City Work Rules.

Questions regarding this or any policy should be directed to the employee’s department Human Resources office.

SIGNATURE:

Assistant Health Commissioner

Roger Cloern

_____/_____
Date