

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA064

NAME: DRESS CODE - PERSONAL APPEARANCE OF EMPLOYEES

INITIAL APPROVAL DATE:	04/28/1998	BY: Sanilac CMH Board
(LAST) REVISION DATE:	09/27/2023	BY: HR Manager
(LAST) REVIEW DATE:	10/19/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. **PURPOSE**

Employee appearance contributes to Sanilac CMH's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by individuals served and community members.

II. **APPLICATION**

Populations: N/A
Programs: All Direct and Contracted

III. **POLICY**

Sanilac CMH's department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet professional standards will be sent home to change their clothing; employees will not be paid during this time. Paid time off will need to be used and the disciplinary policy will be followed when non-adherence occurs. Reasonable accommodations will be made where required, requests for an accommodation should be made to the HR Manager.

IV. **STANDARDS**

Appropriate Attire:

Basic elements for appropriate attire include clothing that is in neat and clean condition. Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories or fragrances.

Business professional/casual attire is expected of all professional employees, examples of this include dress slacks, khakis, dark leggings when paired with a long blouse, blouses, dress shirts, blazers, and polo shirts.

Direct care staff (ABA, JTI, CLS, CE and coordinators within these programs), maintenance, and custodians may wear jeans.

Casual for a Cause Jean Days

Business professional/casual dress paired with jeans will be permitted for all employees who participate in the Casual for a Cause Program, on pay week Fridays. Requests to participate or disenroll in Casual for a Cause should be made to the HR Department. Additional jean day may be assigned under this program at the discretion of the CEO. Employees who are scheduled to attend meetings representing the Agency will be required to wear professional business attire,

Sanilac County Community Mental Health Authority Policy Manual

forgoing the casual day. This includes interviews, community/vendor meetings, court dates, etc. Staff who participate that are scheduled to work in the community more than 50% of their day and have approval from their supervisor and officer, are able to wear jeans outside of the programs scheduled days.

Footwear:

Appropriate footwear must be worn at all times. Shoes should be clean and professional. Tennis shoes are permissible for all staff. Staff need to dress appropriately for their work situation. Closed-toed shoes are required for all Technician staff, due to safety. Flip flops are not permitted for any employee. Dress sandals are considered appropriate for professional staff during summer months.

Inappropriate Attire:

Examples of inappropriate dress attire include t-shirts, shirts with inappropriate slogans or graphics, tank tops, spaghetti straps, muscle shirts, dresses/skirts/shorts more than one inch above the knee (while standing and sitting), camouflage, crop tops, pants worn below the waist or hip line, mesh or see through shirts, flip-flops, sandals outside of summer months, jeans with frays or holes, athletic pants, and clothing that is low cut and that fits inappropriately.

Although it is impossible and undesirable to establish an absolute dress and appearance code, Sanilac CMH will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions to this policy for special occasions, in the case of office moves, trainings, etc., at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her supervisor.

V. ATTACHMENTS

VI. REFERENCES

BA044 Employee Conduct and Discipline