

Stark County Board of Developmental Disabilities

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DRESS CODE

POLICY

Stark County Board of Developmental Disabilities Employees are required to maintain a neat and clean professional appearance and wear attire that is safe, appropriate, and in good taste. Appearance and attire should be of a nature that reflects Stark County Board of DD's expectations to the public along with serving as a good role model for individuals with disabilities. At all times employees are asked to be cognizant that regardless of their interaction with individuals served, customers, suppliers, contractors, or volunteers, Stark County Board of Developmental Disabilities is a place of business.

Should employees be asked to attend business meetings, either in Stark County Board of Developmental Disabilities offices or otherwise, they should dress in appropriate business attire, or attire appropriate based on the employee's job.

Supervisors are responsible for the enforcement of the Dress Code Policy.

Employees are provided with a copy of the Dress Code Policy during New Employee Orientation and the information is also included in the Employee Handbook.

Historical Resolution Information		Reviewer(s): Director of Human Resources Superintendent
Date	Resolution Number	
1/22/11	01-13-11	
9/26/15	09-50-15	

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PROCEDURE

1. Employees are expected to come to work dressed neatly and appropriately for the setting in which they work. Proper grooming and hygiene are expected at all times.

2. Clothing expectations are based on safety, professionalism and comfort. Anything that represents fashion extremes or fads is not appropriate for the workplace. These expectations also apply to jewelry, body piercing and body art. Clothing and appearance should be generally conservative and never provocative. Clothing should be clean, wrinkle free, and in good condition, with no holes or tears. Except where required by religious beliefs, or documented medical illnesses, head coverings are only permitted outdoors.

3. The following lists items that are acceptable or unacceptable (prohibited):

<u>Acceptable</u>	<u>Unacceptable</u>
<ul style="list-style-type: none"> • Sleeveless blouses or shirts. • Tank tops are acceptable if they are worn as a layer under another top, shirt, sweater or jacket. • Logo shirts/tops such as Nike, Hilfiger, etc. • Business capris or khakis. • Sandals - unless not permitted due to safety requirements of the work area. • Leggings are only acceptable to be worn if the accompanying top is the appropriate length (mid-thigh or lower). 	<ul style="list-style-type: none"> • Tops or dresses that are off the shoulder, have string or spaghetti straps, or are halter style (unless worn with a sweater or a shrug). • Shirts/tops with offensive or controversial slogans/wording, pictures or cartoons. • Exposed midriffs, back, or other exposed skin; low-cut tops or dresses; see through or sheer fabrics, except on sleeves or when worn as a top layer over solid fabrics. • Sleeveless shirts with cut-out sides. • Jogging or sweatpants. • Flip flops, slippers. • Shorts and jeans/denim clothing are to be worn at the discretion of the Supervisor. • Tight-fitting clothing. • A dress or a skirt that is shorter than fingertip length.

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4. Employees should select footwear appropriate for the work setting that allows the greatest degree of coverage and safety when in the workshops, classrooms or in transportation while working with individuals we serve and/or wheelchairs and other types of equipment.
5. The following footwear is prohibited in the Adult Services (Workshops and Supported Employment), Health Services, Maintenance, and Transportation Departments; also in the School Programs when students are in attendance):
 - Sandals and flip flops
 - Open-toe/open-heel shoes
 - High or spiked heels
6. Employees, who for medical reasons, must wear special or modified footwear for the work site, must submit a statement from a licensed physician certifying the medical reasons and the length of time the special or modified shoes must be worn. These situations will be evaluated by management for safety reasons.
7. Employees are required to tie all shoes with laces.
8. Examples of jewelry/items requiring the use of discretion include:
 - Long fingernails and acrylic fingernails
 - Exposed piercings (Ex: nose, tongue, eyebrow rings, etc.)
 - Headbands
 - Large, dangling earrings and necklaces
 - Rings
 - Bracelets
 - Watches
 - Jewelry that could be easily grabbed by an individual or piece of equipment or machinery

Note: Artificial fingernails and jewelry shall be worn at the employee(s') risk.
9. Identification badges are to be worn in clear sight above the waist unless a potential safety risk exists due to the employee's job duties.
10. Employees who appear at work in clothing that is not considered acceptable may be sent home for a reasonable period of time to change. Employees shall use personal leave, vacation leave, or compensatory time to cover such absence from work. If all paid leave is exhausted, employees may be granted leave without pay. The approval

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of leave to change clothes shall not prevent corrective action procedures from being implemented.

11. Stark DD retains the discretionary right to determine appropriate dress or grooming on a case-by-case basis. Dress and grooming standards are intended to ensure safety and to ensure the image of Stark DD is promoted by the appearance of its employees.
12. Supervisors are responsible for the enforcement of the dress code. Department Heads, in consultation with the Board's Human Resources Director, may establish additional standards for their specific work area(s) if related to the employee's job function(s). These situations may be discussed with Union representation when applicable.

Stark County Board of Developmental Disabilities (Stark DD) is not responsible for replacing or repairing property of employees except for, and as described in Board policy. **(Policy 4.48 – Employee Property Reimbursement)**