



## DRESS CODE AND ATTIRE

**SECTION 1. GENERAL:** The Agency and Union agree that standard dress codes help to maintain a professional work environment. The grooming standards for bargaining unit employees are those set forth in Agency Instructions relating to Dress Code and Attire, except as modified by the provisions set forth below. Civilian employees are expected to comply with reasonable dress and grooming standards based on working conditions IAW safety and health standards.

**SECTION 2. DRESS AND GROOMING STANDARDS:** Dress and grooming standards should be similar to those in private sector medical facilities. Civilian employees' clothing and dress will be in good taste, in accordance with decorum and social usage. Employees are expected to dress modestly, as appropriate to a professional, businesslike atmosphere. Personal cleanliness will be maintained by all employees. In an office environment, employees are to dress accordingly to encourage productivity, health, safety and type of position occupied.

**A. Inappropriate Attire:** The following examples may be considered indicators of inappropriate dress:

1. *Skirts:* Skirt length shall be no shorter than 2½ inches above the top of the knee when standing, may not be tight fitting and should be tasteful. Skorts are not permitted.
2. *Shirts:* Shirts shall be professional and not overly revealing or translucent. No tank tops or spaghetti straps (unless covered by another garment), midriff-baring shirts, or t-shirts printed with visible profane, suggestive, or potentially inflammatory words or illustrations.
3. *Pants:* Pants should fit appropriately (not be overly tight fitting or baggy in appearance). Spandex, leggings, fish-net stockings, athletic wear, shorts, and sweat suits shall not be worn as outer garments. Denim pants may be worn when approved in advance or on an approved departmental basis. When worn, the denim pants must be clean, have no holes, and present a professional appearance.
4. *Jewelry:* All personal jewelry, to include religious jewelry, should be tasteful, not elaborate or excessive, and must not interfere with the employee's work function or present a safety and health consideration.
5. *Hair:* Hair shall be clean, neat, and of a natural color. Shoulder length or longer hair shall be pulled back or covered where there is a health or safety consideration, especially in a clinical area. All dining facility employees will wear hair nets and appropriate headwear. Facial hair may not interfere with the use of Personal Protective Equipment (PPE).

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6. *Footwear:* Shoes must be worn and will be appropriate for the type of work performed and proper for the area or setting in which the work is performed. Shoes should be kept clean and in good repair. No open toe shoes may be worn in any clinical area. Heel heights shall be practical for the work area and not cause tripping hazards. Shoelaces should be clean, in good repair and tied at all times.
7. *Sunglasses:* Sunglasses are to be worn indoors only if prescribed by a physician or required for the job and or as an element of job responsibility (e.g. Police Officers).
8. *Body Art:* Offensive tattoos and body art shall be appropriately covered so as not to be visible. Tattoos and body art, if visible, shall not be extremist, indecent, sexist, or racist. If so, they must be covered so as to not be visible.
9. *Fragrance:* Fragrance or perfume, after-shave lotion and scents of any kind will be used sparingly and with great discretion so as not to offend others.
10. *On-stage Use of Personal Wireless Communication Devices:* All personal electronic devices should be placed on "silent" or "vibrate" mode. Personal electronic devices will not be used by staff in patient "on-stage" areas, including the wearing of blue-tooth type ear pieces and headphones. Blue-tooth devices may be worn while operating a motor vehicle consistent with the appropriate State and Federal law.
11. *Fingernails:* Employees involved in direct patient care are expected to keep natural nail tips less than ¼ inches long. Nail polish, if worn, is to be neat in appearance and unchipped. All personnel will keep finger nails clean and neatly trimmed.
12. *Artificial Fingernails, Nail Jewelry, or Nail Art:* Artificial nails are defined as any artificial materials such as acrylics, overlays, wraps, and tips or bonding materials. Employees delivering direct patient care may not have artificial nails or wear nail jewelry or nail art while on duty.

**B. Uniform Attire:** Besides personnel working in the operating room setting (e.g. main operating room, labor and delivery and associated operating rooms), civilian personnel administering direct patient care or medical or diagnostic procedures are required to wear government issued hospital uniform or comparable commercial, health care uniforms (to include commercially designed scrubs) provided at their own expense. Civilian employees not required to wear uniforms will wear appropriate civilian attire (see Uniform Article for scrubs).

**SECTION 3: ENFORCEMENT:** Every effort will be made to resolve dress code issues in a fair and equitable manner without the need to resort to disciplinary action.

**A. Appeal:** A decision by the first line supervisor that an employee's appearance is "inappropriate" may be appealed immediately to the employee's Department Head or designee.

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No action will be taken against the employee until the Department Head or designee has considered and ruled upon the issue.

**B. Corrective Action:** The Department Head may require the employee to take reasonable corrective action depending upon the nature of the inappropriate attire or appearance as provided below:

1. *First Instance:* The employee shall be given verbal corrective counseling by the Department Head or his or her designee regarding inappropriate attire or appearance of the Professional Standards of Excellence. The Department Head may authorize the employee up to a maximum of two (2) hours Administrative Leave to correct a violation. Any additional time used by the employee will be charged to the employee's leave.
2. *Second Instance:* Any second instance of similar nature, the employee may be allowed to use up to two (2) hours of his or her annual leave to correct the violation. If the employee is unable to correct the violation within two (2) hours, the employees shall be sent home and charged AWOL for the remainder of the day. The employee may also be subject to disciplinary action.
3. Upon request, the employee will have a right to representation in any meeting with the Department Head or designee.
4. The decision of the Department Head or designee is final but is subject to the Negotiated Grievance Procedure of this CBA. Any Grievance shall be filed at the second-step with the Department Head or designee.

**SECTION 4. NOTIFICATION OF IMPLEMENTATION:** Upon implementation, Town Hall meetings or joint training sessions shall be conducted to explain to employees these requirements. The Union shall be provided the opportunity to explain these standards during New Employee Orientation.

**SECTION 5. MIDTERM BARGAINING:** In accordance with the Midterm Bargaining Article of this contract, the Union shall be provided notice and an opportunity to bargain prior to the implementation of any new Dress Code and Attire standards.

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