

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **01/24**

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Sub-Contractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) holds the expectation that all employees will utilize good judgement and present themselves in a manner that promotes a positive image within SCCCMHA facilities and while in the community conducting Agency business.

III. DEFINITIONS:

- A. Smart Casual: Clothing that combines casual wear with elements of business casual attire. Dress is neat and appropriate, but slightly less formal than business casual.

IV. STANDARDS:

- A. Clothing should be appropriate to the department and tasks. Fashion must fit the function(s) for the day.
- B. Clothing should fit comfortably, allow full range of mobility without being too tight, overly loose, oversized or revealing.
- C. Clothing shall be clean, wrinkle free, and in good repair.
- D. Footwear shall be clean, in good repair, providing for adequate safety, and appropriate to the department's needs.
- E. Name tags provided by the Agency shall be worn as appropriate for working conditions.
- F. Athletic shorts, athletic pants and yoga pants are not universally acceptable. However, exceptions are made for some programs focused on exercise or other programs/staff when it's appropriate for specific tasks for the day.

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- G. Leggings are acceptable when worn with a dress/top that is at least to mid-thigh and could be worn as its own garment. Leggings should not be worn as a replacement for pants and the appearance of leggings should be neutral in color/style.
- H. Denim jeans (slacks) and denim skirts that are free of holes or distressing are acceptable when appropriate to the job function(s) for the day. (Example: Not acceptable for court or professional meetings.) The option to wear jeans is available to staff that participate in the “Casual for a Cause” program.
- I. Capri pants are acceptable.
- J. Shorts (non-denim) are acceptable. Shorts should be no higher than 1-2 inches above the knee for men and women.
- K. Sweatpants are not acceptable (unless needed for medical reasons, which would require documentation from employee’s primary health care provider).
- L. Examples of grooming guidelines include, but may not include all examples, are as follows:
 - 1. Employees will come to work clean and free of body odor
 - 2. Hair will be clean and nicely groomed
 - 3. Due to odor sensitivities, allergies, etc. by recipients and co-workers it is recommended that the use of fragrance (i.e. colognes, perfumes, after shaves, scented lotions, etc.) be used and applied very conservatively
 - 4. Employees with visible body piercings (other than earrings) may be asked to remove them during their work shift
 - 5. Employees with visible tattoos may be asked to cover them during their work shift
 - 6. Jewelry should be conservative and appropriate for the individual work environment
 - 7. Fingernails, and toenails if visible, should be kept neatly trimmed and clean
- M. Individual supervisors and management shall make the final decision as to appropriate attire. Those individuals failing to meet the guidelines as indicated in this administrative procedure may be subject to disciplinary action as outlined in administrative procedures Personnel: Corrective/Disciplinary Action, and in addition may be required to use their own time to return home to change clothes.
- N. Examples of unacceptable dress, recognizing that all situations may not be covered within these examples, are: short skirts or dresses (e.g. hemline is more than 3” above the knee); tube tops or halter tops; any attire with spaghetti straps; any shirt, pants or garment that reveals a bare midriff, cleavage, back, undergarments, or buttocks; slippers, beach type sandals, or rubber/plastic flip flop/thongs (including accessorized flip flops); clothing referencing use of alcohol, tobacco, drugs, sex, unacceptable language or may be perceived as offensive.

V. PROCEDURE:

None Available

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 01/11, 11/12, 01/14, 03/15, 05/16, 05/17, 11/17, 11/18, 01/20, 01/21, 04/22, 11/22.