



POLICY

Section: Human Resources	Page: 1 of 6
Policy Name: Dress Code	Date Adopted: January 14, 2019
Dept. Owner: Human Resources	Current Version: July 23, 2020
Federal Reg. Reference: N/A	State Reg. Reference: N/A
Policy Number: HR 21.09	

Purpose: Appropriate attire of employees shall include clothing and accessories that are conducive to good job performance, ensuring safety/infection control, and projecting a favorable image for PACE North.

Policy: To provide PACE North staff with specific expectations and guidelines for dress and appearance that will convey a positive and professional image.

Procedure: At the sole discretion of the employer, employees not meeting dress code requirements may be sent home on uncompensated time to change into appropriate attire. Repeated failure to adhere to the Dress Code may result in disciplinary action, up to and including termination. Reasonable accommodations will be made where required. Employees seeking an accommodation to this policy should contact Human Resources and/or their supervisor immediately upon identification of any necessary modification.

GENERAL REQUIREMENTS – ALL STAFF

1. Attire is to be neat, clean, and appropriately fitting.
2. Good personal/oral hygiene and regular bathing.
3. Security/Name badge must be worn at all times while on duty.
4. Earbuds are not permitted while on duty, unless approved by a supervisor.
5. Discretion is recommended in wearing jewelry. Some positions may prohibit the wearing of certain jewelry.
6. Skirts or dresses must be no shorter than three (3) inches above the knee.
7. Eyebrow, lip, nose and tongue piercing jewelry are not to be larger than 1/8" while on duty. Multiple ear piercing jewelry (more than two in each ear) are not permitted to be worn while on duty.



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8. Tank tops or t-shirts without pictures or inscription may be worn if accompanied by sweater, blouse, smock, etc.
9. Halter tops and shirts that are transparent, have low necklines, or bare backs are not permitted.
10. Sleeveless tops are not permitted for employees who provide direct care to participants.
11. Non-tattered denim clothing (e.g., blue jeans, shirts, skirts, dresses, etc.) may be worn only on specially designated days (e.g., casual day).
12. Fingernails should be clean and neatly trimmed.
13. Fragrances, colognes, lotions and powders that are detectible to others should not be worn.
14. Excessive make-up is not permitted.
15. Extreme tattoos, body piercings, hairstyles and hair color, as determined by the Employer, are not permitted. Such examples may include tattoos which violate the Employer's Harassment policies.
16. Facial hair must be well-trimmed/groomed. Certain positions may require facial hair be covered by a hair net (employer provided).
17. The Employer reserves the right to specify days for casual or seasonal dress and will define/announce guidelines for such dress, including time frames for wearing seasonal dress as applicable.

In addition to the General Guidelines which apply to all employees, the following guidelines apply to select employees:



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ADMINISTRATIVE PERSONNEL

1. Appropriate business casual clothing in accordance with general requirements is permitted (employee furnished).
2. Flip flops are not permitted.

CLINIC STAFF / NURSING PERSONNEL

1. Scrub top or lab coat (employee furnished) are required when providing direct care to participants. Appropriate prints are permissible.
3. Scrub pants or non-revealing bottoms (employee furnished) are permitted.
4. Clean, non-skid, closed toe shoes (employee furnished) are permitted. Sandals, flip flops or high heels are not permitted.
5. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
6. Artificial nails are not permitted.
7. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

CERTIFIED NURSE AIDES / PERSONAL CARE ASSISTANTS / CLINIC ASSISTANT

1. Scrub top or t-shirt with PACE North logo (employer provided).
2. A long sleeve (solid color) shirt may be worn under a uniform top.
3. A zip-up top (employee provided) with PACE North logo may be worn over a uniform top provided it is a solid color with no writing or inscription. Sweatshirts or fleece (without hood) are acceptable.



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4. Scrub pants, non-revealing bottoms, or shorts (no shorter than three (3) inches above the knee) (employee furnished) are permitted.
5. Clean, non-skid, closed toe shoes (employee furnished) are permitted. sandals, flip flops or high heels are not permitted.
6. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
7. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

THERAPY DEPARTMENT

1. Appropriate business casual clothing in accordance with general requirements is permitted (employee furnished).
2. Scrubs tops and bottoms are permissible (employee furnished).
3. Clean, non-skid, closed toe shoes (employee furnished). Sandals, flip flops, or high heels are not permitted.
4. Artificial nails are not permitted.
5. Hair longer than shoulder length should be pulled back, as needed.

DRIVER / CUSTODIAN / UNIVERSAL WORKER

1. Uniform top with PACE North logo (employer furnished).
2. A long sleeve (solid color) shirt may be worn under a uniform top.
3. A zip-up top (employee provided) with PACE North logo may be worn over a uniform top provided it is a solid color with no writing or inscription. Sweatshirts or fleece (without hood) are acceptable.



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4. Non-revealing bottoms or shorts (no shorter than three (3) inches above the knee) - khaki or black (employee furnished).
5. Clean, non-skid, closed toe shoes (employee furnished). Sandals, flip flops, or high heels are not permitted.
6. PACE North logo cap for Drivers and Custodians (employer provided).

COOK

1. Uniform top with PACE North logo (employer furnished).
2. Cook's apron (employer furnished).
3. Non-revealing bottoms - black (employee furnished).
4. Clean, non-skid, closed toe shoes (employee furnished). Sandals, flip flops, or high heels are not permitted.
5. Artificial nails are not permitted.
6. Hair must be pulled back, off shoulders and secured with a hairnet or chef cap (employer provided).
7. Beards and moustaches longer than ½ inch must be covered.
8. No jewelry on arms or hands may be worn when preparing food (with the exception of a plain ring such as a wedding band).

Compliance and Enforcement:

All management personnel are responsible for enforcing this policy. All individuals must comply with this policy. Individuals who violate this policy are subject to discipline up to and including termination from employment in accordance to PACE North Disciplinary Policies.



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Approved by:

Signature		Executive Director		Date	
Reviewed:		Revised:			
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