

TITLE: DRESS CODE

PURPOSE: To define standards of dress and appearance for employees and other individuals, who work at University Health System (Health System) facilities and sites. This policy supersedes policy dated 11/01/09. [Key Words: Dress Code, ID Badge, Uniform Education.]

POLICY STATEMENT:

Every Health System employee and other individuals, including volunteers, house staff members, contractors and medical/dental staff members, are representatives of the Health System and as such, are required to project a neat and professional image while on duty.

PHILOSOPHY STATEMENT:

The appearance and behavior of every employee and other individuals representing the Health System have a direct impact on the professional image of the Health System. One of the key aspects of this professional image is appearance and how employee dress is interpreted by Health System customers.

The Health System recognizes that different types of apparel will be necessary to accommodate the nature of the work. This Health System dress code is established to provide standards that apply to all. Department directors will establish any other standards necessary to promote professionalism, customer relations, safety, and health.

POLICY ELABORATION:

I. GENERAL DRESS AND APPEARANCE STANDARDS

- A.** The Health System reserves the right to determine the appropriateness of an employee's appearance and attire. Department directors, managers and supervisors are responsible

for monitoring the consistent enforcement of the dress code for their particular departments. (Attachment I)

Questions or guidance regarding these standards may be directed to department management staff or the Human Resources Department. The Human Resources Department also will serve as a resource to develop unit-specific requirements that are both consistent with corporate policy and reasonable.

- B.** Each employee or other individual including volunteers, house staff members, contractors and medical/dental staff members must wear the appropriate photo ID badge issued while on duty or on official business.
1. Badges must be worn with name and photo clearly visible at lapel level. Badges may not be defaced in any manner. Stickers may not be placed over the ID badge photograph or elsewhere on the ID badge or clip pouch. ID badges must be worn with the picture showing.
 2. Nametags identifying the staff member and credentials may be worn in addition to the official Health System badge. A lab jacket, scrub jacket, regular jacket or sweater with the employee's name will not replace a name badge.
 3. Lanyards should remain mid-chest in length. UHS distributed accessories (lapel pins) are acceptable.
 4. ID badges may not be worn off-duty.
- C.** Employees who are on Health System premises or assigned to another location (reporting to work, working, on break or leaving work,) must conform to the Health System dress code.

II. DEPARTMENTAL AND JOB-SPECIFIC DRESS STANDARDS

- A.** Each department director may develop an additional set of guidelines to comply with established job-specific standards of care regarding dress expectations.
- B.** Job-specific standards may be more stringent than the Health System dress code to ensure safety, health, sanitation, infection control, or the public relations requirements of the Health System.

III. POLICY ENFORCEMENT

- A.** Employees who fail to follow guidelines in this policy regarding dress code, appearance and hygiene will be sent home and directed to return to work in proper appearance. Under such circumstances, employees will not be compensated for the time away from work.
- B.** Employees who are found in violation will be disciplined in accordance with the disciplinary policy. Continued failure to comply with this policy may result in disciplinary action, up to and including termination of employment.
- C.** Individual employees and job applicants may request an exemption from a specific dress code requirement if a medical, disability, religious or other significant conflict exists. Human Resources Director and/or senior leadership discretion will be used. Religious or cultural allowances will be considered.

IV. OTHER CONSIDERATIONS

- A.** Employee expenses required to meet the minimum job-specific uniform requirement may not reduce the employee's effective wage to a level less than the Federal Minimum Wage. The

department director will notify the Director of Human Resources if an employee's effective wage would be less than the minimum wage.

- B.** Candidates for hire, transfer and promotion will be advised of any special dress code or uniform requirements during the initial departmental interview.

REFERENCES/BIBLIOGRAPHY:

University Health System Employee Handbook

Job-specific and Departmental Dress Codes

OFFICE OF PRIMARY RESPONSIBILITY:

Vice President, Organizational Development