


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 10/30/2006

Date Revised 03/20/12; 06/12/15; 08/01/16; 12/12/17; 06/17/21

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 115
SECTION Personnel		DESCRIPTION Dress Code	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

All Lapeer County Community Mental Health (LCCMH) staff are expected to maintain a neat appearance as deemed appropriate for the nature of their jobs.

STANDARDS:

LCCMH recognizes different positions and situations may not be covered within this policy. However, the following guideline will be used when choosing work attire.

- A. Jeans or business casual wear are appropriate for most regular business days and settings. Business wear may be appropriate for some meetings and court hearings. Jeans must be clean and free of frays and holes.
- B. T-Shirts are not allowed on a daily basis, however, they may be appropriate for special events approved by the Supervisor.
- C. Skirts, dresses, long shirts over leggings, tunics, and skorts will be of an appropriate length for office attire.

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- D. Clothing should be free from advertisements or statements referring to alcohol, tobacco, drugs, sex and unacceptable language.
- E. Appropriate footwear must be worn at all times, shoes should be clean and in good condition providing for adequate safety and appropriate to the department's needs. Beach-type "flip flops" are not permitted for any employee.
- F. The following are not allowed:
- Tank type tops
 - Tube tops
 - Halter tops
 - Thin-strapped tops exposing undergarments
 - Clothing exposing cleavage
 - Clothing exposing any part of the stomach during routine office activities
 - Midriff shirts
 - "Low rise" slacks and show any part of the stomach and/or back
 - Sweatpants
 - Yoga pants
 - Pajama pants
 - Spandex
 - Shorts
 - Inappropriately revealing skin tight clothing
 - Hats worn indoors
- G. Clothing allowed with conditions:
- Leggings must be covered by an appropriate length top.
 - Sheer or mesh type see through shirts must have a shirt underneath covering undergarments.
- H. Cleanliness and appearance are an important part of any work environment. Attire may meet the standards above, but if clothing is not clean or is wrinkled or ill fitting, it is not appropriate.

PROCEDURES:

- A. Supervisors will be responsible for staff adherence to the policy.

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- B. If these guidelines are not followed, the staff member will be counseled and may be sent home to change clothes using their own time.

AM:lr

This policy supersedes
#10/06060 dated 10/30/2006.
