

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 115
SECTION Personnel		DESCRIPTION Dress Code	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Amy Morrison, B.S. Human Resources Supervisor	AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC, CEO	

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 situations may not be covered within this policy.

- A. Jeans or business casual wear are appropriate for most regular business days and settings. Jeans must be clean and free of frays and holes. Business wear may be more appropriate for some meetings and court hearings.
- B. T-Shirts are not allowed on a daily basis, however, they may be appropriate for special events approved by the supervisor or in designated departments based on the nature of the work. T-shirts with the LCCMH logo may be worn at any time.
- C. Skirts, dresses, long shirts over leggings, tunics, and skorts are of an appropriate length for office attire.
- D. Clothing with advertisements or statements referring to alcohol, tobacco, drugs, sex, and unacceptable language is not permitted.

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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.

F. The following are not allowed:

- Tank tops
- Tube tops
- Halter tops
- Thin-strapped tops exposing undergarments
- Clothing exposing cleavage
- Clothing exposing any part of the stomach during routine office activities, such as 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
- Beach type flip flops

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 are responsible for staff adherence to the policy.

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.

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AM:lr

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