**Dress code:**

# PURPOSE

To establish guidelines for appropriate attire of staff to promote professionalism and address safety concerns.

# SCOPE

This policy is applicable to employees of the Dauphin County Social Services for Children and Youth Agency.

# POLICY

The Agency is a public social services organization whose mission and mandates have a legal basis of operations through various statutes, codes, and their accompanying regulations. In the discharge of their duties, staff functions in the community as representatives of the Juvenile Court, the County, and the Agency. In this capacity, professionalism is required and enhanced by appropriate decorum. The restriction of inappropriate casual attire addresses certain safety concerns, provides a positive model and displays respect for the community.

Delineated below are prohibited and inappropriate articles of apparel and styles of dress as well as required, preferred, and optional clothing for staff under normal working conditions. Certain factors such as weather, medical conditions, or job function may dictate some variance in expectations with regard to attire. While the listing below is extensive, it should not be considered all inclusive.

Staff are expected to come to work neat, bathed, well groomed, and free of body odor. This includes hair properly groomed, nails clean, teeth brushed, and clothes clean, pressed, and sized appropriate. Staff must be considerate of others when applying fragrances, so as not to be excessive and offensive. Staff should be aware of the impact their attire may have on a family due to the family’s religious or cultural beliefs.

Any deviation of the dress code policy must be documented with a medical excuse and time frame including the specific diagnosis and kept in the staff’s personnel file. For health and safety reasons, staff will be expected to follow the medical instructions of their physician currently on file.

## COURT WEAR

## MEN

* Necktie, dress shirt, sports coat and slacks, or a suit are required.
* Dress shoes or boots are required and socks must be worn.

## WOMEN

* Shirt or blouse and dress slacks or skirt, dress (with sleeves or a jacket), or a suit are required.
* Dress shoes or boots are required.
* Jacket or suit coat (not sweater) is required with a blouse or skirt / slacks.

## REGULAR / OFFICE WEAR

## MEN

* Neckties are optional.
* Collared shirts are acceptable.
* Pants must be properly fitted and free of tears or holes.

## WOMEN

* Sheer garments must be worn with undergarments, including slips and camisoles to avoid visibility of the body.
* When it would be obvious that certain items of apparel are not being worn, including bras and underwear, their use is required.
* Tank tops including tops with spaghetti straps may only be worn with a suit coat or jacket.
* Halter tops, tube tops, tied shirts or blouses, backless, strapless, deeply scooped or unbuttoned tops or dresses which expose the midriffs or chest are prohibited.
* Pants must be free of tears and holes.
* Skirts must be no higher than 3 inches above the knee while standing.
* Leggings must be worn with a shirt that is no higher than 3 inches above the knee while standing.
* Knee length dress capris / cropped pants are permissible if they end below the knee.

## Both Men and Women:

Permissible

* All shoes should be flat soled and attach to the foot (will not fall off when running).
* Shoes or boots should be in good condition including not being ripped or torn.
* Jeans may be worn if they are in good condition only on Thursdays and Fridays with no tears or holes under the following circumstances:

1.) You are not appearing in Court or meeting with Judges or other elected officials; and

2.) On Fridays, you must participate in the United Way Program Dress Down Program to wear jeans.

## Prohibited

* Fishing and military boots
* Flip Flops
* Sneakers (unless permission granted by Supervisor due to a documented medical condition or other emergency circumstance)
* Bare feet or stocking feet
* Sweatshirts, sweat pants, lounge wear / pants, shorts, or any type of exercise clothing is prohibited.
* Logo t-shirts or t-shirts with commercial advertising are prohibited.

Violation of the Agency dress code policy will be addressed in accordance with the Agency’s discipline policy.

Supervisors are responsible for enforcing the dress code within their respective units. Should any supervisor feel uncomfortable doing so, it is their responsibility to approach Senior Management for further assistance.