

Cuyahoga County
Department of Health and Human Services
Division of Children and Family Services
Policy Statement

Policy Chapter: Management
Policy Number: 10.03.05
Policy Name: Dress Code

Original Effective Date: 01/26/2004
Revision Date(s): 11/01/2013, 02/01/2013, 07/13/2009, 11/28/2005
Current Revision Date: 11/01/2016
Approved By: Thomas D. Pristow

PURPOSE: All Cuyahoga County Employees are required to dress in a manner appropriate for their position. Unless otherwise required by their position, employees are generally required to dress in a manner that is “business appropriate”.

SCOPE: This policy pertains to all Cuyahoga County Division of Children and Family Services (CCDCFS) Employees.

POLICY

In accordance with Cuyahoga County Personnel Policies and Procedures Manual, the following must be adhered to:

- A. Employees should always strive to dress in a way that maintains a business appearance and promotes a positive image and level of professionalism. Per Cuyahoga County Personnel Policies and Procedures Manual, Employees should be aware that their respective Divisions may have additional rules and regulations or more specific guidelines regarding employee dress/appearance.
- B. In determining the appropriate dress standards for individual units, Division management should consider the following factors:
 - The nature of the work performed by the unit;
 - The likelihood of interaction with the public; and
 - Consistency among similarly situated units.
- C. Division management has the right to take corrective action when an employee is improperly dressed. An employee who is dressed inappropriately may be sent home to change his or her clothes and may be subject to further discipline under this Section. An employee who is sent home shall be required to use his or her own accumulated vacation,

compensatory or exchange leave to cover the time that he or she is away from the worksite to change clothes. In the event the employee has no vacation, compensatory or exchange time, the employee will be placed in AWOL status for the time that he or she is away from the worksite.

- D. Nothing in this policy is intended to abridge an employee's rights relating to non-discrimination or to hinder the advancement of diversity at the County. The County will reasonably accommodate those employees whose bona fide religious belief or disability requires special attire (see Section 4.08 for information regarding request for religious accommodation; see Section 4.07 for information regarding disability accommodation requests).

CASUAL DRESS DAYS - PROFESSIONAL EXPECTATIONS:

There will be designated days, as determined by the Division Administrator, on which employees have an opportunity to dress casually. While these are called "Casual Dress" days, employees are still expected to maintain a clean, responsible, non-offensive image. If a scheduled court hearing takes place on a casual dress day, workers are not to wear casual clothing in court.

It is the expectation for employees to be prepared to attend unscheduled or unplanned court hearings or professional meetings, etc., dressed appropriately (not in casual clothing), even on casual dress days, and have a change of clothing available as necessary.

APPROPRIATE/ACCEPTABLE CASUAL ATTIRE:

- * Denim pants, colored jeans
- * Capri pants, crop pants in denim material
- * Cargo pants-- must have a finished hem
- * Tennis shoes

UNACCEPTABLE ATTIRE AT ALL TIMES:

- * Hats of any kind, Ball Caps, Head Wraps, and Scarves---UNLESS for religious or medical reasons
- * Bandanna/do rags
- * Exercising Clothing
- * All jogging, sweat, velour, lounge, fleece, cotton, silk, terry cloth, nylon running suits, sweatshirts, or hoodies
- * Exposed Midriff
- * Flip-flops and/or other rubber/plastic sandals, including shower, beach, or sport shoes/sandals
- * Slippers
- * Tight, low cut, and/or revealing clothing
- * Frayed, torn, stained, dirty, wrinkled clothing
- * Shorts of any kind, skorts

- * Clothing with political, religious, or sexual content and/or oversized product advertising
- * No images of people, alcohol or drugs
- * Tank tops
- * Spandex or Lycra clothing such as bike shorts or yoga pants
- * Clothing that exposes the employee's back
- * Tops or Dresses with spaghetti straps
- * Overalls
- * Sheer or see through clothing
- * Exposed under garments
- * Thigh-high Boots

SEE ALSO:

Cuyahoga County Personnel Policies and Procedures Manual
Section 13.02: Employee Dress/Appearance