

**ADMINISTRATIVE POLICY
DRESS CODE & UNIFORM ALLOWANCE**

I. POLICY

First impressions count. A professional healthcare provider who doesn't take the time to maintain a professional appearance presents the image of not being able to perform adequately on the job.

It is the policy of Cabell Huntington Hospital to establish a formal dress code to enable our employees to project the professional image that is in keeping with the needs of our patients and customers to trust us. Because our industry requires the appearance of trusted professionals and because we serve patients at our site on a daily basis, a more formal dress code is necessary for our employees.

We must project the image of a trustworthy, knowledgeable business professional for the patients and families who seek our guidance, input, and professional services.

II. PURPOSE

- A. To ensure a safe and sanitary environment for patients and employees.
- B. To comply with the Fair Labor Standards Act (Wage & Hour Law) regarding wage payments for cost of uniforms and their upkeep.

III. PROCEDURE

Appropriate dress is essentially a matter of common sense and good taste. However, certain general criteria are outlined below which apply for the Hospital as a whole.

- A. Appropriate Dress: (For exceptions, see department policy)
 - 1. Name Badges - All employees are required at all times to wear Cabell Huntington Hospital photo I.D. badges. The employee's picture must be visible to others at all times and worn on the front of the body above the waist and/or belt on the pocket or collar or lapel of shirt, jacket or lab coat.
 - 2. Pantsuits and slacks are acceptable when well tailored. Capri style pants are acceptable when worn in an appropriate length below the knee.
 - 3. Accessories such as jewelry should be kept simple and in good taste. Visible body piercings are unacceptable. (Except for earrings)
 - 4. Dresses, skirts, and split skirts are acceptable when worn in an appropriate length, not to exceed two inches above the knee.

5. Hosiery, socks, and undergarments are required as part of professional attire (Hosiery is not a requirement in nonclinical areas). They must be appropriate in fit and style. Undergarments shouldn't show through clothing. White or beige undergarments are required under white uniforms. Socks should be white or color coordinated with uniforms.
 6. Neatness - Clothing must be clean, neatly pressed and fit properly.
 7. Shoes must be clean and/or polished on a regular basis. For safety purposes no platform shoes, sandals, or cloth shoes are to be worn in direct patient care areas. Tennis shoes that are clean and in good condition (excluding those with extreme logos) are acceptable. No canvas tennis shoes are permitted. Professional clogs are permitted and should be white or color coordinated with the uniform.
 8. Good Grooming - Cleanliness of body and hair; clean, trimmed nails of appropriate length; use of artificial fingernails by direct patient care providers is not permitted (see Exposure Control Plan, Page 2, Section B.b.2); perfumes, colognes should be lightly scented.
 9. Neatly trimmed mustaches, goatees, beards and sideburns; otherwise employees are expected to be clean-shaven at all times while on duty. Since facial hair including beards, goatees, mustaches, sideburns can reduce the effectiveness of a respirator fit, employees who are required to use a respirator must meet the criteria for facial hair defined in the Respiratory Program.
 10. Hair styles for all employees must be well groomed, clean, neat and controlled at all times. Long hair is to be worn in a controlled manner and away from the face. Extreme "fad" hairstyles are discouraged and may be unacceptable.
 11. Employees who are not required to wear a uniform are expected to wear professional business attire.
 12. No tattoos may be visible.
- B. It should be realized that the above general policy cannot cover every possible situation. Departmental dress code policies may be developed in compliance with this general policy. Professionalism in dress is to be maintained. "Casual days" or "dress-down days" are not permitted except as approved by AEC.

It shall be the responsibility of department heads and other supervisory personnel to enforce appropriate standards of dress in their particular departments.

C. Uniform Allowance

1. Payment Scale for Uniform Allowance:

- a. When the hospital requires that a uniform prescribed by it be worn by either regular full-time or part-time employees who are in the professional and bargaining unit categories or select non-bargaining categories II and III, the Hospital shall provide such employees with a uniform allowance.
- b. See labor agreement for details covering bargaining unit employees.

2. Uniform Allowance Procedure

- a. Newly hired employees shall receive their uniform allowance on their first pay check after their 90-day probationary period and annually on the pay check prior to their anniversary date (employee's last date of hire).
- b. In situations where the Hospital provides scrub gowns to employees and does not require special shoes or lab coats, such employees shall not receive a uniform allowance.
- c. Dress codes that prescribe the type of street clothes to be worn by employees shall not be construed as requiring a uniform and no uniform allowance shall apply to such situations.

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