



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 474
VERSION: 1

SUBJECT: DRESS CODE

POLICY:

All Facilities Division employees are to use good judgment when selecting dress attire for work. The Facilities staff at The High Desert Health system (HDHS) are professionals, and as such, should always maintain a professional appearance.

PURPOSE:

To ensure appropriate dress attire is always worn while on duty.

PROCEDURE:

OFFICE STAFF:

1. Men are encouraged to wear shirts with collars and are required to wear full length pants.
2. Women are encouraged to wear appropriate office attire.
3. County I.D., with the picture showing, must be worn at all times while on duty.
4. Shirts or hats with controversial writing or pictures are not permitted.
5. Clothing is to be maintained clean, and free of holes or tears.

CRAFT PERSONNEL:

1. While on duty, all craft personnel will wear their County issued uniform shirt and full length pants at ALL times. The County issued uniform pants are optional, however any other pants worn, must be "work style" or jeans.
2. Proper shoes (sturdy work shoes) should be worn. Tennis shoes are prohibited.
3. County I.D., with the picture showing, must be worn at all times while on duty.
4. Hats with controversial writing or pictures are not permitted.
5. Clothing is to be maintained clean, and free of holes or tears.
6. If your County issued uniform has sustained damage, such as, stains or tears, replacements can be ordered.

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Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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