



Los Angeles County Department of Health Services

Policy & Procedure Title:		Business Office Dress Policy	
Category:	700-799 Personnel Policy	Policy No.:	706.1
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DHS Division/Unit of Origin:	DHS Human Resources		
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Distribution: DHS-wide	<input checked="" type="checkbox"/>	If not DHS-wide, other distribution:	

PURPOSE:

The purpose of this policy is to establish a dress code for Department of Health Services (DHS) workforce that promotes a positive and professional image of DHS and to also ensure the safety of the workforce.

DEFINITION(S):

Business casual is attire that is clean, neat, and more relaxed than traditional professional dress yet does not distract from the business at hand.

Shirts	<p>Casual shirts, blouses, twin sets, sweaters, polo/golf shirts and turtlenecks are acceptable. County-sponsored or union T-shirts worn on special event days are acceptable.</p> <p>Unacceptable articles include: Sweatshirts, tank tops, halter/tube tops, bare midriff, and sheer or revealing clothing.</p>
Bottoms	<p>Cotton, knit, lycra combinations and travel slacks are acceptable. Denim and jean-style pants that are well-tailored may be worn on Fridays by all staff, as appropriate. Information Technology staff that install equipment and cables and other staff that bend, stoop, crawl, and move heavy equipment and/or organize files and other supplies may wear denim and jean-style pants, as the need arises.</p> <p>Unacceptable items include: Shorts, leggings, spandex, gym or sweat pants, jogging outfits and overalls, excessively tight or oversized garments, pants worn below the waistline or low-rise pants showing undergarments.</p>

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Dresses & Skirts:	Skirt or dress length should fall just above the knee when seated.
Footwear:	<p>In patient care and safety sensitive areas (e.g., warehouse), closed toe shoes of safe grip/non-slip sole, non-porous or non-canvas material must be worn, sneakers and clogs (with straps) must be white, black or brown vinyl or leather only, with no more than one additional color trim.</p> <p>Socks or hosiery shall be worn at all times by nurses in patient care areas.</p> <p>Unacceptable items include: flip-flops and other beach type shoes and slippers.</p>
Jewelry:	<p>Necklaces: More than 18 inches long should be concealed by clothing in safety sensitive areas.</p> <p>Earrings: Maximum of two (2) earrings may be worn in each ear in safety-sensitive areas. Workforce members who are or may be assigned direct patient care and safety-sensitive duties, hoops must be no larger than one (1) inch in diameter.</p> <p>Bracelets: No charms or dangling objects may be worn in safety sensitive areas. Medical bracelets are acceptable.</p> <p>Rings: Maximum of three (3) rings on each hand (must comply with infection control standards in patient care areas).</p> <p>Watches: Watches that pose a safety issue for patients and workforce (e.g., large, sharp edges, elastic bands) are not allowed in patient care areas.</p>
Tattoos:	Must be reasonably covered (with exception for cultural or religious purposes).
Accessories:	<p>Hats and baseball caps are not permitted, except for those with County, department or union logos worn on special days (exceptions may be allowed for medical reasons).</p> <p>Head scarves and bandannas are prohibited except for medical, religious or cultural reasons.</p> <p>Pins or buttons that are sexually suggestive or create a hostile work environment are prohibited.</p>

POLICY:

This policy is in accordance with County Code Section 5.72.010 and the Department of Human Resources, Policies, Procedures & Guidelines Number 512, "Professional Appearance in the Workplace." All DHS workforce members, including administrative and executive staff, are required to comply with the dress code standards below.

Whenever on duty, workforce members must be appropriately attired. All clothing must be professional and consistent with both our business atmosphere and health care standards and must not interfere or detract from the DHS mission. It must also be appropriate to the type of

work being performed and take in consideration the expectations of our patients and customers served. Identification badges shall be worn at all times while in County facilities.

Hair shall be clean and neatly groomed at all times; mustaches and beards must be small, trimmed, clean and neatly styled. To ensure safety, workforce members working in direct patient care areas or with moving equipment/machinery must secure their hair so that it does not extend loose below the shoulders.

Fingernails should be clean and manicured at all times and of a length that does not interfere with work performance and personal safety and adheres to infection control guidelines and DHS policy.

Workforce members are expected to practice personal hygiene that does not interfere with the public and/or coworkers in their work environment.

Jewelry and other accessories shall be minimized and may not be worn where safety or health standards would be compromised. Body piercing jewelry/ornaments worn anywhere other than the ear shall not be displayed.

An appropriate smock/lab coat will be worn, when applicable to job responsibilities. If a uniform is not available (e.g., new or temporary employee), the employee is expected to comply with all general dress code requirements. Uniforms and scrubs must be worn in accordance with applicable MOU and/or safety/infection control regulations. Dress code shall be adhered to for clothing worn under lab coats or smocks. Lab coat or smocks should be clean and appropriate for the business environment.

DHS workforce members, which includes administrative and executive staff, are allowed to wear business casual attire which meets the requirements of the dress code standards, when appropriate. Workforce members should use professional judgment when conducting meetings with individuals from outside the County or attending meetings where business dress is the norm. Where uniforms are required, workforce members shall continue to wear the required uniform while on duty.

Each facility/program shall enforce supplementary dress code standards in accordance with applicable Memoranda of Understanding (MOU) provisions and infection control/safety regulations.

Exceptions

Exceptions to this policy may be made by the Department Head/designee in circumstances such as County or Department-sponsored events, special occasions, seasonal weather changes, business casual days, special work assignment, and office relocations, but may also be made based on requests for reasonable accommodation (e.g., religious, cultural, medical reasons, etc.).

Dress Code Enforcement

Any employee who reports to work and is not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged.

REFERENCE(S)/AUTHORITY:

Department of Human Resources, Policies, Procedures and Guidelines No. 512, "Professional Appearance in the Workplace"
Los Angeles County Code
Applicable MOUs
Title 8, California Code of Regulations
Title 22, California Code of Regulations
Joint Commission Standards