

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Workplace Practices
Standard:	UNIFORMS, ATTIRE AND SAFETY EQUIPMENT
Section #:	D-6
Effective:	August 14, 2013

See Also:	Attendance; Benefits ; Corrective Action; Formal Discipline
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GENERAL STANDARD

The Authority's professional atmosphere is maintained, in part, by the image Authority employees present to others. Employees are expected to dress in a conservative and professional manner that is appropriate to their position and to observe good habits of grooming and personal hygiene.

SPECIFIC STANDARDS

- ❑ Employees are expected to be attired and groomed suitably during working hours and when representing the Authority. Clothing must be neat, clean, and free from offensive odors.
- ❑ The Authority will provide sufficient uniforms for certain uniformed personnel so that personal clothing will not be damaged. For those employees required to wear a uniform, the Authority will provide for the replacement or reimbursement of the whole or partial cost of repair and replacement of uniforms, or for the payment of a uniform allowance.
- ❑ It is the employee's responsibility to ensure that worn and damaged uniforms are turned in and new items procured as needed. Only those items of clothing issued by the Authority will be authorized for wear.
- ❑ In the event an employee loses or damages his/her uniform or any other item issued by the Authority as a result of negligence or willful misconduct, the employee will be responsible for replacing the item(s) at his/her own expense.

- ❑ The Authority will provide a benefit of financial assistance to employees who are required to wear safety shoes or boots on a regular basis in the performance of their work assignments.
- ❑ Jewelry may be worn but must not pose a health or safety risk to the employee, co-workers, or the public.
- ❑ Managers are responsible for establishing reasonable dress and appearance requirements appropriate to the work employees perform.

Except under special circumstances and only with specific management approval, the following generally are not appropriate during Authority business hours:

- Sleeveless shirts or dresses.
- Sun dresses with bare backs and/or shoulders.
- Shorts (of any kind), except as approved for certain, special personnel.
- T-shirts, tank tops, sweat shirts.
- Beach attire.
- Sneakers, tennis shoes, flip-flops or sandal thongs.
- Torn, dirty or unkempt clothing or shoes of any type.
- Form fitting clothing, such as biker shorts, sweats or leggings.
- Denim regardless of color (jeans, dresses, skirts, etc.).
- Flashy, skimpy, or revealing outfits.
- Extreme hairstyles, makeup, or jewelry.

Every Friday, the Authority sponsors an “employee business casual day.” On casual Fridays, employees may wear business casual clothing and comfortable, appropriate shoes, as long as employees adhere to reasonable dress and appearance requirements.

GUIDELINES

Managers should contact the Human Resources staff for assistance in establishing appropriate **safety**, dress and appearance requirements for their department and should consider the roles and work requirements of employees, the amount and type of customer contact, and other job-related considerations.

Managers should review their department's established requirements and any changes to them with the applicable Vice President and communicate requirements as often as necessary to employees.

In the event of special projects, during moves, or for other special events, the Authority or a department manager may schedule additional "casual dress days." Staff will be informed of acceptable work attire on these special days.

The Authority will reimburse for the purchase of safety shoes/boots and insoles and/or repairs to safety shoes/boots each fiscal year up to the amount specified in the Administrative Resource Guide's Safety Equipment Reimbursement Instruction.

PROCEDURES

If a non-exempt employee comes to work in inappropriate attire, the manager may send the employee home to change clothes and return to work. Time off for this will be unpaid. The manager should ensure the time clearly is recorded as "leave without pay" on the employee's time sheet and should account for all time taken away from work to change into proper attire.

The manager should contact the Human Resources staff for assistance, if needed, in working with employees to resolve personal hygiene and other attire and appearance problems and issues.

Note: Exempt employee sent home because of a failure to dress appropriately may not have their pay reduced for this reason.