



DHHS POLICY: PROFESSIONAL DRESS

Effective: May 1, 2017

Revised Effective: January 1, 2018

PURPOSE: All Cuyahoga County employees are required to dress in a professional manner. Employees represent the County every day, whether they are meeting with clients or other professionals, or serving in a supportive role to clients and employees.

SCOPE: This policy pertains to all Cuyahoga County Department of Health and Human Services (DHHS) employees.

POLICY:

In accordance with the Cuyahoga County Personnel Policy and Procedures Manual, Section 1302, all employees must adopt the following:

Employees must dress in a way that maintains a professional business appearance and promotes a positive image. Employees' respective Divisions may have additional rules and regulations or more specific guidelines regarding employee dress/appearance.

Division management, in conjunction with their Human Resources representatives, will take corrective action when an employee is improperly dressed:

An employee who does not follow the DHHS Professional Dress policy will 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 will use his or her own accumulated vacation, compensatory or exchange leave to cover the time he or she is away from work. In the event the employee has no vacation, compensatory or exchange time, the employee will be placed in AWOL status for the time they are away from work.

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).

Expectations for Business Casual Days

Every Friday is considered a “Business Casual Friday”.

- **There are no fees/ donations required for Business Casual Fridays.**
- While these are called Business Casual Fridays, employees are still expected to maintain a clean, conscientious and sensible appearance. If a scheduled court hearing or other professional meeting takes place on a Business Casual Friday, employees must not wear casual clothing.
- Other voluntary Business Casual Days will be designated at the discretion of the County Executive or Health and Human Services Director, whether to promote morale or to collect donations for an organizational/community initiative.
- **It is the expectation that employees are prepared to attend unscheduled or unplanned court hearings, professional meetings, etc... dressed in professional attire (not in casual clothing), even on Business Casual Days, and have a change of clothing available as necessary.**

Appropriate attire for Business Casual Days

- 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, cultural or medical reasons
- Skirt length above mid-thigh
- Shirt length above the thigh if worn with leggings
- Bandanna/do rags
- Exercising Clothing
 1. All jogging, sweat, velour, lounge, fleece, cotton, silk, terry cloth, nylon running suits, sweatshirts, or hoodies

- Any attire that exposes the 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