

Dress and Grooming

Applicability

This policy applies to all SSD employees.

Policy

It is the responsibility of all employees, including students and temporary assigned staff, to dress appropriately and professionally while on duty.

- All employees are expected to maintain good personal hygiene and grooming. Untidy or excessively revealing attire is not acceptable.
- Direct Care employees should not wear their hair excessively long, as such can interfere with the physical care of the clients. Jewelry (flat rings with no points or sharp edges are permitted), perfume or excessive make-up is not allowed.
- Long fingernails are prohibited for direct care staff. The following will be criteria for determining length of nails: Holding the hand in front of the face with the palm toward the face, no nail should be visible over the tip of the fingers. Long nails are considered inappropriate as they present multiple health hazards, specifically:
 - Infliction of scratches, scrapes and skin tears on clients who already have jeopardized skin integrity.
 - Tendency of nails to harbor germs, infection, fungus.
 - Tendency of nails to get caught on clients, clothing, and equipment.
- Direct Care employees, maintenance employees, and custodial employees are not to wear open-toe shoes, sandals, thongs, or open-heel shoes. Workers are encouraged to wear shoes that are wide at the toes, non-skid, and comfortable.
- No extremes in grooming, accessories, or dress will be permitted. Inappropriate, prohibited attire includes, but is not limited to:
 - Backless and strapless dresses
 - Clothes with bare midriffs
 - Tube tops, crop tops, tank tops and halter tops
 - Slippers, flip flops, beach sandals
 - Beach attire, except lifeguards, P.E. Teachers, Residential Advisors, or others who require such dress while working with students in water activities
 - Revealing skirts, blouses, or other revealing attire
 - Clothing with slogans, messages and/or advertisements, except School-approved logos, or messages promoting the school and approved by the School or Division Director
 - Tank tops, muscle shirts
 - Tight fitting jeans, pants, skirts, dresses, etc.
- Supervisors are responsible for enforcing the approved dress code.

Dress should always be suitable for the type of work to be performed. Division Directors of areas with particular safety or other concerns, such as in maintenance or food service, may require more specific dress and grooming standards.

If uniforms, including smocks, are issued, they are to be worn at all times while the employee is working.

Exceptions

Exceptions may be made for medical situations for the duration of the medical condition provided medical documentation is available. Requests for medical exceptions should be submitted to the Human Resources Office.

The School or Division Director, or Regional Coordinator may make exceptions in the case of a temporary work assignment such as moving, purging files, etc.

Employees who fail to comply with the proper dress code may be sent to change into appropriate dress. Repeated occurrences may result in disciplinary or other corrective action.