

GRAND TRAVERSE PAVILIONS

Human Resources

DRESS CODE

POLICY

PURPOSE

Appropriate attire of employees shall include clothing and accessories that are conducive to good job performance, ensuring safety/infection control, and projecting a favorable image for the Organization. At the sole discretion of the employer, employees not meeting dress code requirements may be sent home on uncompensated time to change into appropriate attire.

PROCEDURE

GENERAL REQUIREMENTS - FOR ALL EMPLOYEES

1. Attire is to be neat and clean.
2. Name tag must be worn while on duty – employer provided.
3. Security Entry Fob must be kept on your person while on duty.
4. Earbuds are not permitted while on duty.
5. Discretion is recommended in wearing jewelry.
6. Shorts, skirts, or dresses must be no shorter than two (2) inches above the knee.
7. Eyebrow, lip, nose and tongue piercing jewelry are not to be larger than 1/8” while on duty. Multiple ear piercing jewelry (more than two in each ear) are not permitted to be worn while on duty.
8. Tank tops or t-shirts without pictures or inscription may be worn if accompanied by sweater, blouse, smock, etc. Transparent shirts or shirts with low necklines and/or spaghetti straps are not permitted
9. Non-tattered denim clothing (e.g., blue jeans, shirts, skirts, shorts, dresses, etc.) may be worn only on specially designated days (e.g., casual day).
10. Lab coats and solid colored sweatshirts are permitted while on duty.
11. Fingernails should be clean and neatly trimmed.
12. Strong perfume, cologne, or after-shave lotion can be offensive and is not permitted. Excessive make-up is not permitted.

13. Extreme tattoos, body piercings, hairstyles and hair color, as determined by the Dress Code Review Committee, are not permitted.
14. Facial hair must be well-trimmed/groomed.
15. Pagers, cellular phones, and other mobile communication devices must be turned off and not visible while on duty and may be used only in approved areas (employee lounge, parking structure, or outside the building) during lunch or break periods. Refer to Employee Handbook, Section 23-C, Communication Equipment.
16. Organization logo caps are permitted for employees in designated departments only (e.g., Food/Environmental Services).
17. The employer reserves the right to specify days for casual or seasonal dress and will define/announce guidelines for such dress, including time frames for wearing seasonal dress as applicable.

ADMINISTRATION

1. Administrative/clerical employees are to wear appropriate office attire as determined solely by the employer.

NURSING DEPARTMENT

REGISTERED NURSES and LICENSED PRACTICAL NURSES

1. Uniform top or blouse without inscription, or lab coat - employee furnished. Appropriate prints are permissible. Sleeveless tops are not permitted.
2. Non-revealing bottoms, (black, white or matching color of uniform top) - employee furnished.
3. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
4. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
5. Artificial or polished nails are not permitted.
6. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

CERTIFIED NURSE AIDES

1. Uniform top - employer provided. Sleeveless tops are not permitted.
2. Non-revealing bottoms (black, white or matching color of uniform top) - employee furnished.
3. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
4. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
5. Artificial or polished nails are not permitted.
6. Transfer belt is considered a part of the uniform and should be with Nurse Aide at all times - one is employer provided.
7. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

NURSE AIDE TRAINEES

1. During classroom training sessions, casual dress, with the exception of denim, may be worn unless otherwise specified. Sleeveless tops are not permitted.
2. During clinical training session, uniform top – employer provided.
3. Non-revealing bottoms (white or black) – employee furnished.
4. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
5. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
6. Artificial or polished nails are not permitted.
7. Transfer belt is considered a part of the uniform and should be with Nurse Aide Trainee at all times - one is employer provided.
8. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

UNIVERSAL WORKERS

1. Uniform top - employer provided. Sleeveless tops are not permitted.
2. Non-revealing bottoms (khaki, beige, or black colored) - employee furnished.
3. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
4. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
5. Artificial or polished nails are not permitted.
6. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

THERAPY DEPARTMENT

1. Uniform top - employer provided. Sleeveless tops are not permitted.
2. Appropriate, comfortable street clothing in accordance with general requirements for all employees.
3. Scrubs bottoms are permissible. Scrub tops may be worn underneath a uniform top.
4. Clean, non-skid, closed toe shoes - employee furnished. Sandals or high heels are not permitted. Flips flops are permitted between pool and gym sessions only.
5. Artificial or polished nails are not permitted.
6. Hair longer than shoulder length should be pulled back, as needed.

ACTIVITIES

1. Certified Nurse Aides assigned to Activities will adhere to dress code requirements for Certified Nurse Aides. (Refer to Certified Nurse Aide section).
2. Universal Workers assigned to Activities will adhere to dress code requirements for Universal Workers. (Refer to Universal Worker).

ENVIRONMENTAL SERVICES

MAINTENANCE, CUSTODIANS, HOUSEKEEPING and LAUNDRY

1. Uniform top - employer provided. A t-shirt without pictures or inscription may be worn under uniform top. Sleeveless tops are not permitted.
2. Non-revealing bottoms (black, navy or khaki colored) - employee furnished
3. Clean non-skid, closed toed shoes or work boots - employee furnished. Groundskeeper is required to wear steel toe shoes/boots or toe guards when operating lawn and snow equipment - employer provided. Sandals, flip flops or high heels are not permitted.
4. Organization logo caps may be worn - employer furnished.
5. Coveralls and outdoor wear needed for specific jobs may be provided by employer and available at work site. These items remain the property of the Organization. Hat and gloves - employee furnished.
6. Wearing of jewelry is not permissible when working around mechanical and electrical equipment.

CHILD CARE

1. Uniform top - employer provided. Sleeveless tops are not permitted.
2. Non-revealing bottoms (khaki, beige, or black colored) - employee furnished.
3. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
4. For child safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
5. Artificial or polished nails are not permitted.
6. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.