

## **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, skorts, skirts, or dresses must be no shorter than fingertip length.
7. Eyebrow, lip, nose and tongue piercing jewelry are not to be larger than 1/8" while on duty.
8. Sleeveless tops may be worn if accompanied by sweater, blouse, 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. Fingernails should be clean and neatly trimmed.
11. Strong perfume, essential oils, lotions, cologne, or after-shave lotion can be offensive and is not permitted.
12. Facial hair must be well-trimmed/groomed.

13. Cellular phones, and other mobile communication devices must be muted 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.
14. Organization logo caps are permitted for employees in designated departments only (e.g., Food/Environmental Services). Caps must be worn bill facing forward.
15. Undergarments must be worn at all times.

### **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. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
3. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
4. Artificial or polished nails are not permitted.
5. 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 or blouse without inscription, or lab coat - employee furnished. Appropriate prints are permissible. Sleeveless tops are not permitted.
2. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
3. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
4. Artificial or polished nails are not permitted.
5. Transfer belt is considered a part of the uniform and should be with Certified Nurse Aide at all times - one is employer provided.

6. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.

### **UNIVERSAL WORKERS**

1. Uniform top or blouse without inscription, or lab coat - employee furnished. Appropriate prints are permissible. Sleeveless tops are not permitted.
2. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
3. For resident safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
4. Artificial or polished nails are not permitted.
5. 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. 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.
4. Artificial or polished nails are not permitted.
5. Hair longer than shoulder length should be pulled back, as needed.

### **ENVIRONMENTAL SERVICES**

1. Uniform top - employer provided. Sleeveless tops are not permitted.
2. 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.
3. Organization logo caps may be worn - employer furnished. Caps must be worn bill facing forward.
4. 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. Clean, non-skid, closed toe shoes - employee furnished. Sandals, flip flops or high heels are not permitted.
3. For child safety, jewelry with protruding edges should not be worn. For employee safety, jewelry which dangles or hangs is discouraged.
4. Hair longer than shoulder length should be pulled back, off shoulders and secured with a clip or elastic band.