


HIDALGO COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
EMPLOYEE WORKPLACE POLICY

Policy Number:	016
Policy Name:	Dress Code
Effective Date: January 1995	Revision Date: March 31, 2011
Approval Authority Name:	Eduardo Olivarez, Chief Administrative Officer
Approval Authority Signature:	

The following has been adopted as the Hidalgo County Health and Human Services Department Dress Code and implemented as a Civil Service Rule of Conduct for the Department. Supervisors are advised to assure all staff adheres to these policies. Employees that do not comply with these rules are subject to disciplinary action, and, if necessary, will be sent home to change to proper clothing on their own time.

1. All employees are required to wear both the Hidalgo County issued ID and the HCHHSD issued name tag with appropriate title and visible to the public, while on duty. (Refer to the County Identification Badge Policy).
2. Clinic nursing personnel (nurses, aides, & ORWs) are required to wear a nursing uniform (to include nursing shoes). A lab coat over scrubs is also required (preferably white).
3. All clinic clerks, Promotoras and CSAs are required to dress in business casual attire. (Refer to County Civil Service Rule # 5.04.)
4. All Central Office staff are required to dress in business casual attire, except for divisions that are required to wear a uniform. (Refer to County Civil Service Rule # 5.04.)
5. All employees will be permitted to wear denim pants, crops, skorts, skirts or dresses on **Fridays only**. This includes any colored denim, i.e. blue, black or white. No denim pants, crops, skorts, skirts or dresses are permitted on any other day of the week regardless of Holidays; however business casual denim **tops** will be permitted. In addition, no sport exercise clothing or apparel is permitted at any time. Clinic nursing personnel must also wear a lab coat over street clothes worn on Friday's. This is to be considered a privilege and may be subject to change.
6. **Prohibited attire:**
 - a. Revealing clothes:
 - showing cleavage, low back, thin strapped tops and/or midriff/stomach
 - transparent and/or torn clothing
 - shorts, skorts, skirts, & dresses (including slits on the skirts) not more than one inch above the knee.
 - No leggings or tight skinny pants
 - b. For infection control and safety purpose: (For clinical staff and designated Environmental staff)
 - No excessive jewelry;
 - Environmental staff are discouraged from wearing any additional jewelry beyond one ring and wrist watch due to safety concerns.
 - No long fingernails (not to exceed ¼ inch from finger tip)

- No long loose hair; clinical staff must secure hair away from face; food inspectors will wear hair nets when conducting food inspections.
- c. Shoes:
- Spiked heels and/or heels higher than three inches,
 - Opened toed, sport sandals, or flip flops (i.e. foam/rubber with or without wedge).
 - Central Office staff may wear opened toed dress shoes, however, not when assigned to work at clinics or when assigned to special projects (OLS, Provider visits etc.).
 - Central Office staff with warehouse duties are prohibited to wear opened toed shoes and/or high heeled shoes.
- d. Other:
- Any attire body art, and body piercing which draws attention and/or impedes with your work performance is discouraged.

As HCHHSD staff, we are encouraging a healthy and safe lifestyle.