

The following has been adopted as the Hidalgo County WIC Department Dress Code and implemented as a Civil Service Rules of Conduct for the Department. Supervisors are advised to assure all staff adhere to these policies. Employees that do not comply with these rules are subjected 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 their WIC name tags while on duty. Clinic and Central Office Staff.
2. Everyone is expected to dress appropriately and professional while on duty. (Appropriate to the position of such employees, accepted by Society in establishments of common use by the general public, and appropriate for a clinic environment which is frequented by children and adolescents of impressionable age.) Employees must be clean and neat at all times.
3. LVNS, clinic aides, and peer counselors are required to wear scrubs. Lab coats or scrubs may be worn by clinic supervisors, nutritionists, and R.D.'s. Scrubs may be worn by All staff if the clinic location agrees to do so. Scrubs will need to be purchased by employees.
4. LVNS, clinic aides, peer counselors, and any other staff having direct contact with participants should have short natural nails or short acrylic nails. Short may be described as not going beyond the fingertip or 1/8 inch in length.
5. For infection control and safety purposes, all clinic aides and custodians must wear no canvas or open toe shoes. Nursing clogs or covered toe shoes are permissible. All other CA and clerical personnel may not exceed 2" closed and open toe heels.
6. Delivery workers and custodians shall wear protective clothing (safety goggles, shoes, gloves, safety belts, rubber boots), as needed. Employees performing duties that might unduly soil or damage clothing are exempt from the office business wear requirement (This applies to delivery and maintenance personnel).
7. WIC T-shirts are considered uniforms and may be worn with jeans only on Fridays or Saturdays not on Thursdays. T-shirts will need to be purchased by employees.
8. WIC trainings are considered a work day and the Dress Code applies.
9. No body piercings besides earrings are allowed. Tattoos should be kept covered at all times.

Additional Guidelines:

- No jogging attire (i.e. wind-suits or sweat suits).
- Revealing, tight-fitting or exceedingly short clothing is not allowed. All blouses must have straps and cover the stomach; no spaghetti straps allowed.
- No shorts, Capri, or Bermuda type pants are allowed. Ankle length pants, mid-calf pants, and gauchos are acceptable.
- When determining appropriate clothing for work, please keep in mind that contemporary, "fashionable" clothing is often not appropriate nor professional to wear in the workplace.

Approved by: Norma L. Longoria 09/2010 Employee/Orientation Packet