


HIDALGO COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
EMPLOYEE WORKPLACE RULE

Rule Number:	016
Rule Name:	Dress Code
Effective Date: January 1995	Revision Date: January 10, 2014
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 adhere to these policies. Employees that do not comply with these rules are subjected to disciplinary action, and, will be sent home to change to proper clothing and/or to retrieve their name tag 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 Rule).
2. Clinic nursing personnel (nurses, aides, & ORW's) are required to wear a nursing uniform (nursing shoes may also be walking tennis shoes made of leather and in combination of synthetic material). A lab coat over scrubs is also required (preferably white). In addition, nurses are allowed to wear business casual attire when attending all day In-Services/Meetings.
3. All clinic clerks, ORS's and CSA's 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 attire (i.e. pants, crops, shirts, or dresses) on **Friday's Only!** Nursing personnel must also wear a lab coat over street clothes and appropriate shoes on Fridays. This is to be considered a privilege and may be subject to change. No denim attire is permitted on any other day of the work week (Monday thru Thursday) regardless of Holidays. **Note:** Personnel assigned to work on Saturday's or Sunday's (i.e. health fairs, community clinics, or other department assigned events) may also wear denim attire in addition to the Friday's. However remember that the Dress Code rules apply consistently when working extended hours.
6. Required staff must wear uniforms and steel toe boots or shoes issued by department.
7. **Prohibited attire:**
 - a) Revealing cloths:
 - showing cleavage, low backs, thin strapped tops and/or midriff/stomach
 - transparent and/or torn clothing
 - Sport clothing, i.e. warm up bottoms (all textures), sweat suit bottoms (all textures).
 - shorts, skorts, skirts, & dresses (including slits on the skirts) not more than one inch above the knee.
 - No leggings or tight skinny pants
 - Halloween or any type of costumes.

- b) For infection control and safety purpose:
 - 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 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 and/or Lab duties are prohibited to wear opened toed shoes and/or high heeled shoes.
 - **For nurses-** No casual canvas/material flats or slip-on tennis type shoes are allowed.
- d) Other:
 - Any attire body art, and body piercing which draws attention and/or impedes with your work performance is discouraged.
 - Clothing that is inappropriate & distracting to others.

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