

Stark County Health Department Dress Code

1. Appearance should be professional; neat, clean and wrinkle free.
2. Pants: dress pants or khakis, capris' should be at least 2 inches below knee length. Pants should not be tight fitting, no spandex, leather, pleather, terry cloth, athletic or metallic clothing. No denim pants, even ones that appear denim but are a softer material. Leggings will be permitted when accompanied with a top that is mid-thigh length when standing.
3. Tops: no sweatshirts, tank tops or T-shirts (any clothing that has words, pictures, or logos that are considered unprofessional). Any approved shirts with SCHD logo are permitted. Shirts should be tucked and buttoned appropriately when style dictates.
4. Sleeveless: straps must be two inches or wider. See-thru dress tops are permitted as long as an appropriate camisole or shell top is worn underneath.
5. Skirts/dresses: the hemline and slits should not be shorter than 2 inches above mid knee.
6. Shoes must be worn at all times. Clean tennis/walking shoes, open toe sandals are permitted. Sandals should be professional. No rubber casual flip flop or slides.

General Guidelines:

1. Photo ID provided by SCHD must be worn at all times by staff. Students must wear ID provided by their Institute of Higher Learning.
2. No midriff tops - no abdomen or back exposed.
3. Necklines must be moderate - no visible cleavage or chest hair.
4. Tattoo should not be offensive or deemed inappropriate (subjective by Service Area Director). No tattoo's on head/face.
5. Facial hair must be well groomed.
6. No more than 3 piercings per ear, no other visible piercings are permitted including tongue, nose, and eyebrow. No gauges.
7. Jewelry is to be kept to a minimum and within safety guidelines for the tasks being performed.

8. Perfume, cologne, after-shave and essential oils should be used sparingly.
9. Fingernails should be neat and clean.

Jean Friday:

1. Neat, hole-free jeans are permitted. No shorts or sweat/athletic attire permitted.

Casual Days:

1. Neat, hole-free jeans are permitted on designated casual days. No shorts or sweat/athletic attire permitted.
2. Hoodies and non-offensive T-shirts are permitted.
3. Flip flops are permitted.

Department Specific:

1. Nursing- All staff working in a clinic (lab, call room) must wear closed toe shoes or tennis shoes with socks or hose and appropriate clinic attire. Due to schedule changes without advanced notice, an additional pair of shoes must be kept in your car or at your desk. Scrubs permitted for students, clinics, call day and school nursing services.
2. Plumbing- Inspectors should wear clothing that is practical, jeans that are in good condition are permitted; boots must be worn at all times.

Out of Office Meetings/Events, Seminars and Court Appearances:

1. Court Appearance - Men must wear shirt, tie and dress pants. A suit or sport coat may also be worn. Women should wear dress pants/skirt, dresses, blouse, blazers and sweaters are all appropriate. No Jeans.
2. Presentation/Seminars - Men must wear shirt, tie and dress pants. A suit or sport coat may also be worn. Women; dress pants, skirts, dresses, blouse, blazers and sweaters are all appropriate. No Jeans unless meeting attire dictates alternative dress guidelines (see Service Area Director for exceptions).

3. Fairs/Festivals/Outdoor Events- Shorts (at most 3 inches above the knee) may be worn on occasion with the approval of the Service Area Director.

THE HEALTH COMMISSIONER AND/OR SERVICE AREA DIRECTORS HAVE FINAL DISCRETION REGARDING THE DRESS CODE POLICY.

1. Employees who do not meet the dress code or grooming standards will be required to correct the behavior by leaving the premises to change clothing. Comp time or vacation will be used.
2. Reoccurring dress code compliance incidents will result in corrective action as outlined in the Progressive Discipline Policy.

Progressive Discipline Policy:

1. Employees will be advised of expected job behavior, the types of conduct which are unacceptable and the penalties for unacceptable behavior as explained in these policies.
2. Management will follow an established system of progressive discipline when correcting job behavior. Each offense will be documented and dealt with objectively. Management shall mean Health Commissioner, Director, and Unit Manager. However, a Program Coordinator may have a role in progressive discipline as defined by the Director.
3. The progressive discipline policy is established as a guide for management to use in administering discipline in a uniform manner. It is not a limitation upon the statutory rights set forth in the Ohio Revised Code.
4. This policy provides standards of employee conduct and discipline guidelines for specific offenses, however, the standards and guidelines given in any grouping are not all inclusive, and merely serve as a guide.
5. The four levels of progressive discipline shall include: #1 - written instruction and counseling, #2 - written reprimand, #3 - suspension, and #4 - termination.