

Dress and Grooming

Applicability

This policy applies to all SSD employees.

Policy

It is the responsibility of all employees, including students and temporary assigned staff, to dress appropriately and professionally while on duty.

- All employees are expected to maintain good personal hygiene and grooming. Untidy or excessively revealing attire is not acceptable.
- No extremes in grooming, accessories, or dress will be permitted. Inappropriate, prohibited attire includes, but is not limited to:
 - Backless and strapless dresses
 - Clothes with bare midriffs
 - Tube tops, crop tops, tank tops and halter tops
 - Slippers, flip flops, beach sandals
 - Beach attire, except lifeguards, P.E. Teachers, Residential Advisors, or others who require such dress while working with students in water activities
 - Revealing skirts, blouses, or other revealing attire
 - Clothing with slogans, messages and/or advertisements, except School-approved logos, or messages promoting the school and approved by the School or Division Director
 - Tank tops, muscle shirts
 - Tight fitting jeans, pants, skirts, dresses, etc.
- Jeans may only be worn if the School or Division Director or Regional Coordinator establishes a Casual Dress Day, unless jeans are part of a student or employee uniform.
- For student and staff safety, Direct Care employees (who serve children directly, or who work in buildings where students live or attend class, including RA's, RSS's, administrative assistants, therapists, school administrators,...) must take the following precautions on days that students are present:
 - Hair may not be excessively long, as it can interfere with the physical care of students.
 - Perfume or excessive make-up is not allowed.
 - Fingernails and jewelry must be kept short/small.
 - Both fingernails and jewelry can present multiple health hazards, including:
 - Infliction of scratches, scrapes, and skin tears on clients who may have jeopardized skin integrity,
 - Tendency for nails and jewelry to harbor germs, infection, fungus,...
 - Tendency for nails and jewelry to get caught on students, clothing, equipment,...

- Fingernails: Holding the hand in front of the face with the palm toward the face, no nail should be visible over the tip of the fingers.
- Jewelry may not present a risk of hurting students, or being easily caught or pulled, potentially hurting students or employees.
 - No jewelry with sharp edges
 - No hoop or dangling earrings (in the ears or elsewhere) that can easily be pulled or caught
 - No large or bulky jewelry, including very large gemstones or other pieces, or bulky bracelets
 - Rings with small stones, including engagement or wedding rings, are generally allowed, unless supervisors or Human Resources determine that they present an unreasonable risk of hurting our students.
- Direct Care, maintenance, and custodial employees are not to wear open-toe or open-heel shoes. All employees are encouraged to wear shoes that are wide at the toes, non-skid, and comfortable.

Supervisors are responsible for enforcing the approved dress code.

Dress should always be suitable for the type of work to be performed. Division Directors of areas with particular safety or other concerns, such as in maintenance or food service, may require more specific dress and grooming standards.

If uniforms, including smocks, are issued, they are to be worn at all times while the employee is working.

Exceptions

Exceptions may be made for medical situations for the duration of the medical condition provided medical documentation is available. Requests for medical exceptions should be submitted to the Human Resources Office.

The School or Division Director or Regional Coordinator may make exceptions in the case of a temporary work assignment such as moving, purging files, etc.

Employees who fail to comply with the proper dress code may be sent to change into appropriate dress. Repeated occurrences may result in disciplinary or other corrective action.