



STATE OF CONNECTICUT
Department of Mental Health & Addiction Services
Commissioner's Policy Statement and Implementing Procedures



SUBJECT:	Guidelines for Appropriate Dress
P & P NUMBER:	Chapter 2 –Human Resources/Employee Services
APPROVED:	<u>Miriam Delphin-Rittmon</u> <u>10/3/18</u> Miriam Delphin-Rittmon, Ph.D., Commissioner Date:
EFFECTIVE DATE:	April 8, 1999
REVISED:	April 10, 1999, May 1, 1999 (This replaces CPS # 50 Guidelines for Appropriate Dress with effective date May 1, 1999)
REFERENCES:	
FORMS AND ATTACHMENTS:	

STATEMENT OF PURPOSE: All Department of Mental Health and Addiction Services employees shall dress in clothing appropriate to their work assignments and surroundings. Supervisory discretion should be used in implementing the guidelines.

POLICY: Employees shall dress in clothing appropriate to their work assignments and surroundings.

PROCEDURE:

GUIDELINES FOR APPROPRIATE DRESS:

1. All employees must report for duty in clothing that is clean, neat, and in good repair, whether a uniform or street clothes are worn.
2. Name or identification tags, in accordance with individual facility policies, are to be worn or carried by all employees. Compliance with this guideline is a courtesy to clients, colleagues and visitors.
3. When administering medications, giving treatments, providing bedside nursing care or working with machinery, hair must remain away from the eyes and be tied back, if long. When handling food, hair must be covered or contained, in accordance with the requirements of the facility or agency.
4. Direct health care providers' clothing and shoes must be of a style which allows safe, rapid movement and must cover the foot. Support staff whose occupations require the wearing of safety shoes must do so while on duty in accordance with the Department of

Mental Health and Addiction Services Human Resources Procedure AC 230 D2.

5. Staff shall wear clothing suitable to the performance of their assigned duties. For those administrative staff in office environments, a professional appearance is required. For staff who are required to represent the Department at hearings, community meetings, interagency meetings or other out-of-office events, the wearing of jeans is restricted and shall be consistent with the guidelines established by the Facility Director. Dress, designer, or pressed jeans are permitted within the office as approved by the Facility Director.
6. With supervisory approval, employees whose jobs primarily involve participation in recreation or other rehabilitation therapy activities may wear clothing suitable for those activities during the workday. Employees whose jobs involve occasional outdoor athletic events may wear clothing suitable to those activities during the time of the athletic event.
7. The Facility Director, or Commissioner for the Office of the Commissioner (OOC), may approve "dress down" days as he/she deems appropriate. Employees may wear casual or sport clothing when facility sponsored picnics or other outdoor events are scheduled during the normal workday.
8. Although this list is not all-inclusive, the following attire is not considered suitable for the workplace:
 - A. Sweat pants, fatigues, jogging outfits or body suits, etc.
 - B. Extremely short or tight skirts or slacks, see-through, midriff, tank tops, tube tops, or halter tops;
 - C. Shorts or cut-offs. However, walking shorts may be permitted in hot weather conditions, based on function, if permitted by local facility policy.
 - D. Clothing or buttons which carry messages whose content relates to drugs or alcohol, or which bear obscenities or phrases containing sexual innuendoes or partisan political messages.
 - E. For direct care providers, jewelry should be kept at a minimum to avoid accidents or other mishaps.

Failure to comply with this policy may result in an employee being relieved of duty to obtain suitable attire. Repeated violations may result in discipline.