

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 705 Personal Appearance/Dress Code

Effective Date: 9/1/2003

Revision Date: 12/19/2007 **7/18/2023**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Community Services presents to clients and visitors.


During business hours or when representing Community Services, you are expected to present a clean, neat, and professional/tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Good personal hygiene standards must be adhered to at all times. This is particularly true if your job involves dealing with clients or visitors in person.

If your supervisor deems that your personal appearance is inappropriate, you will be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

The following professional business wear appearance guidelines should be followed in all Community Services locations:

- \* Shoes must provide safe, secure footing and offer protection against hazards. Open-toed shoes are not permitted in the centers where there is an active operating kitchen. Open-toed shoes and/or open-heeled shoes are not permitted in an active operating kitchen.
- \* All shirts must cover the employee's midriff at all times; tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- \* ~~Tattoos/body art must be covered during business hours and Community Services' functions~~
- \* Tattoos are allowed provided they are not vulgar or political. Body art such as nose rings, tongue rings and ear cuffs are not allowed. Belly rings are permissible as long as they are covered.
- \* Monday - Thursday, staff may wear jeans as long as an Agency marked shirt or other nice unmarked shirt is also worn. Specific to Center Directors and Family Service Workers on licensed campuses, you may also follow the "jean" guidelines with the exception of home visits and contact with the community outside the Center. In these cases, jeans are not acceptable.
- \* Friday shirts are not restricted to an Agency shirt.
- \* Jeans that are clean and in good repair are considered acceptable attire for the maintenance and kitchen staff, regardless of a marked shirt.
- \* Head Start Center Staff, except for the cooks or custodians ~~other than the Center Director and Family Service Worker,~~ may not wear scrubs. ~~All scrubs must be in good, clean condition. At the beginning of the 2008-2009 school year, scrubs will no longer be acceptable in the classroom.~~
- \* All personnel entering kitchen areas must wear a hair net.
- \* All personnel assisting in food preparation must wear gloves.

Any violation of this policy may lead to disciplinary action, up to and including termination.

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## **POLICY CLARIFICATION**

Policy 705 restricts employees from displaying vulgar or political tattoos or certain body art during work hours or at Community Services' functions.

There is no prohibition of an employee having tattoos or body piercings, but in the workplace there is a limitation as to what may be visible.

**Tattoos** - Tattoos do not require defining at this time except to say that both permanent and temporary tattoos are covered by this policy.

**Body art** - Body art, with respect to body piercing, is defined as follows:

- pierced earrings are allowed
  - Guidelines:
    - + no more than two pair of earrings should be worn at the same time
    - + earrings should not dangle more than 1 and ½ inches from the piercing
- ear cuffs are not allowed
- clip-on earrings are not allowed in food-preparation areas
- no other facial piercing is allowed to be visible
- no other body piercing is allowed to be visible

Body art, with respect to jewelry, is defined as follows:

- necklaces, bracelets, rings, wristwatches, ankle bracelets are allowed
  - Guidelines:
    - + no more than two necklaces should be worn
    - + necklaces should not be long enough to create a hazard
    - + rings should be limited to a total of three, with no more than two on one hand (nested wedding sets count as one ring)
    - + rings should be close-fitting enough as to not cause a hazardous situation
    - + kitchen staff must follow health code rules regarding rings in the kitchen
    - + bracelets should not be of the dangling kind and should be close-fitting (no charm bracelets in classrooms or during food service or preparation)
    - + wristwatches should be close-fitting enough as to not cause a hazard
    - + ankle bracelets should be close-fitting enough as to not cause a hazard
    - + bracelets which connect to rings via chain or other connection are not allowed

**Scrubs** - Scrubs may be worn by kitchen staff, custodian staff, or maintenance staff, but may not be worn by Lead Teachers, Teacher Assistants, or other personnel who primarily work in classrooms.

**Jeans** - Jeans may be worn as long as a clean marked top or nice unmarked shirt is worn with them. Slightly distressed jeans are allowed only if there are no holes where skin is visible. (On Fridays, jeans may be worn; a marked top is not required) A marked top is defined as an acceptable shirt with screen printing or embroidery that displays one of the following:

- + CSNT logo
- + Head Start logo
- + Community Action Partnership logo



Jeans may not be worn on home visits or during ARD meetings. Professional attire should be worn during meetings with the general community outside the center, but jeans and a marked top can be worn during informal meetings in certain situations, especially when such meetings are brief, occur during the work day, and do not place the employee in the position of presenting the agency's initial first impression to a new vendor, contractor, partner, or community leader.

Maintenance staff may wear jeans in the normal course of their work day. While not required, it is suggested that a marked shirt be worn with jeans. The preferred shirt is a denim or maintenance shirt with a CSNT logo and a pocket. This type of shirt provides the safest work environment.

Maintenance staff, meal delivery drivers, and any employees involved in outdoor labor such as mowing or facilities maintenance are allowed to wear a ball cap. The preferred cap is the CSNT ball cap.

*Leggings/tights – Leggings/tights can only be worn with a top that is long enough to completely cover your abdomen and rear. Tops that have long backs and short front are also not appropriate with leggings/spandex tights.*

**Shirts** - Shirts must cover the employee's midriff at all times. This should not require any further clarification, and there are no exceptions. Low-cut or inappropriate shirts are not allowed at any time.

**Shorts** - Shorts may not be worn at any time. The test for shorts is whether or not an employee's knees are visible. The employee's knees should be covered at all times.  
*Capri pants that completely extend beyond the knee are allowed.*

**Shoes** - Close-toed shoes are required in centers with kitchens. The logic behind this requirement is to protect the employee's feet against injury should something be dropped or spilled. Shoes with webbing or netting do not meet this requirement.

When in a kitchen, an employee must wear shoes that have closed toes and a closed heel. This is to keep the shoe from slipping off the foot. A heel strap does not meet this requirement.

**Hair nets** - Hair nets must be worn in kitchens and must completely envelope all hair.

**Gloves** - Gloves must be worn when handling food, and must be changed when moving from food preparation to food service. Also, employees must follow health codes with respect to glove usage.

**After-hours wearing of marked clothing** - Employees are encouraged to wear marked clothing during their off-duty hours. It is important to remember, however, that policies require all CSNT employees to maintain a positive image in the community. An employee's conduct while wearing CSNT markings is a reflection on the agency and should always be positive in nature.

**Supervisors are responsible for determining appropriate attire/appearance.**