

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: I-Human Resources Management
Section: 1302.90 Personnel Policies
Subject: Staff Dress Code

Policy:

Employees are to exercise good judgement and dress appropriately for their job. The dress code will be enforced.

Procedure:

1. The following are NOT appropriate work wear for our agency.
 - Flip-flops (rubber beach type) – Kitchen staff must wear full-covered shoes with slip resistance, resistant to spills and stains, good traction on the soles, and/or non-skid shoes with good grip.
 - Pants/jeans with holes in them – (new or old)
 - Tank tops (unless shirt/blouse is worn over)
 - Low-cut revealing tops
 - Leggings (unless worn w/dress or skirt of reasonable length)
 - “Spandex” pants or shorts
 - Shorts above the knee
2. If an employee wears inappropriate apparel or shoes they will be sent home to change on their own time. If the employee continues to wear inappropriate apparel, they will receive disciplinary action.
3. It is the responsibility of the supervisor to enforce the dress code.