

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 4.5

APPEARANCE/DRESS CODE

Trumbull County Board of DD employees/substitutes shall maintain an appropriate appearance that serves as a suitable role model to the students/adults in this program. Proper grooming and hygiene are expected at all times. This policy applies equally to male and female employees.

Clothing shall be conducive to the safe and effective performance of required job duties and appropriate for the weather.

Employees should select footwear that allows the greatest degree of flexibility and safety. Employees required to wear shoes for medical reasons, inappropriate for job duties, must submit a statement to their immediate supervisor from a licensed physician certifying the medical reasons and the length of time the shoes must be worn.

Discretion should be used in wearing rings, bracelets, watches and other jewelry that can be easily damaged and/or injure students/adults in direct-care situations. Also, expensive or heirloom jewelry should not be worn and will not be replaced or reimbursed if lost, damaged, or stolen.

Employees working in specific areas or with specific machinery may be required to wear special clothing or footwear. For example, personal protective gear must be worn while operating lawn mowing equipment such as eye protection and ear protection. Maintenance employees and mechanics shall wear steel-toed protective footwear.

The following list outlines specific examples of appropriate and inappropriate slacks, shirts, and shoes for employees working in direct support positions including the Fairhaven School, transportation, adult services program, and early intervention program.

Appropriate		Inappropriate
<ul style="list-style-type: none"> ❖ Khakis or Corduroys ❖ Jeans (must be clean and free of rips, tears and fraying, may not be excessively tight or revealing) ❖ Skorts (just above the knee length) ❖ Capris ❖ Shorts (no more than 2" above the knee) ❖ Jogging suits for PE/Swim only (not form fitting or revealing) 	SLACKS	<ul style="list-style-type: none"> ❖ Leggings ❖ Exercise Wear ❖ Low rise or hip hugger pants (reveals undergarments or skin) ❖ Torn or worn out jeans ❖ Yoga pants
<ul style="list-style-type: none"> ❖ Polo collar knit or Golf shirts ❖ Oxford shirts ❖ Fairhaven logo wear ❖ Short sleeve blouses or shirts ❖ Jackets or Sweaters ❖ T-shirts that appear professional 	SHIRTS	<ul style="list-style-type: none"> ❖ T Shirts-ripped, inappropriate logos/language, worn ❖ Beachwear (swim wear) ❖ Sleeveless blouses or shirts (revealing undergarments) ❖ Exercise wear ❖ Crop tops, tops showing undergarments or midriff or low cut ❖ Spaghetti straps ❖ Undergarments should not show
<ul style="list-style-type: none"> ❖ Boating or deck shoes, moccasins ❖ Casual, low heel shoes (less than 1.5 inches) ❖ Closed shoe with back strap ❖ Athletic shoes, tennis shoes (nice/not worn) 	SHOES	<ul style="list-style-type: none"> ❖ Open back, mules ❖ Sandals (no backs) ❖ Flip flops ❖ Open toed shoes ❖ Heels that are higher than 1.5 inches ❖ Croc-like shoes without backs ❖ Beach-style shoes (soft bottoms)

Senior Leadership, Leadership, and Leadership support and employees with office/administrative responsibilities (e.g., Secretaries, Administrative Assistants, etc.), are minimally required to wear casual business attire, which does not include t-shirts, sweatshirts, sweatpants, jeans or shorts. Clothing must not show undergarments, revealing midriffs, or be considered low cut.

Leadership reserves the right to counsel any employee/substitute whose attire is considered inappropriate or unsafe for his/her work area and to determine at their sole discretion what constitutes "inappropriate" or unsafe dress.

Adopted: 7/30/90
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11/22/93
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Board President



Superintendent