



# DRESS FOR SUCCESS

## *Lubbock Regional MHMR Center's Dress Code, Guidelines & Expectations*

---

As an employee of Lubbock Regional MHMR Center, you represent our agency to the people we serve, your co-workers and all visitors, as well as to the entire community. As an agency, we seek to communicate an image of professionalism to all with whom we come in contact; therefore, your appearance and demeanor must be professional at all times. We recognize the standards governing acceptable business attire continually change and because not all clothing is suitable for a professional healthcare environment, we have updated our Dress Code, Guidelines and Expectations to assist you in your selection of appropriate apparel for your department, position and daily responsibilities.

The wide variations in the nature of our work and our worksites form the basis for having multiple dress code guidelines and expectations. Therefore we have developed five (5) separate guidelines: "Service Professional," "Office Professional," "Medical Professional," "Support Professional" and "Executive Professional." Each guideline outlines the specific requirements for dress for employees in each category.

- **Service Professional** applies to all direct service providers, with the exception of medical staff, Assessors, Triage, Mental Retardation Authority staff, Benefit Eligibility Specialists, Trust Fund Clerks, PAP Specialist and Clinical Coordinators.
- **Office Professional** applies to all office staff, not specified in another category, including Assessors, Triage, Mental Retardation Authority staff, Benefit Eligibility Specialists, Trust Fund Clerks, PAP Specialist and Clinical Coordinators.
- **Medical Professional** applies to all RNs, LVNs, CNAs and MHSs at SRC Inpatient and La Paloma, Methadone Services, Mental Health and IDD Outpatient Clinics. It does NOT include any medical staff when working in the field.

- **Support Professional** applies to all maintenance and kitchen staff.
- **Executive Professional** applies to all members of the Executive Management Team.

The Human Resources Director or Assistant Human Resources Director will make reasonable accommodations, consistent with business necessity to present a professional appearance to the Center's Dress Code, Guidelines and Expectations for employees with medical conditions or certain religious beliefs.

All staff members are expected to comply with the Center's Dress Code, Guidelines and Expectations specific to their jobs. If an employee wears an item of clothing deemed inappropriate, according to the Center's Dress Code, the guideline will be immediately brought to the attention of the employee with a verbal reminder. Depending on the situation, the employee may be required to go home and change clothes. Repeated disregard of the Center's Dress Code, Guidelines and Expectations will result in disciplinary action.

Office Professional or Executive Professional attire is mandatory for all staff present during:

- Board of Trustee Meetings
- Professional Community Events and Functions
- Business Conferences
- Audits/reviews or when interaction with state and/or local officials is anticipated.

The first section of the Center's Dress Code, Guidelines and Expectations is an outline of expectations that apply to all staff regardless of position. Next is a general overview of appropriate attire for each position category. Items not appropriate are also listed. Neither list is all-inclusive. The lists outline what is generally acceptable and what is generally not acceptable. No dress code can cover all contingencies, so staff must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director before wearing the clothing.

**ADHERENCE TO YOUR GUIDELINE (INCLUDING NEW SCRUBS AND UNIFORMS)  
IS MANDATORY BEGINNING JANUARY 1, 2010**

---

# ***CENTER-WIDE GUIDELINES***

## ***ALL CENTER STAFF***

*This is a general overview of mandatory guidelines that apply to all staff center-wide. If you are uncertain about what is acceptable relating to these general guidelines, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director.*

---

### ***Center Badges***

Staff must wear his/her center badge at all times in all Center buildings. Staff in the field should have their Center badge in their possession and accessible at all times for purpose of identification.

### ***Perfume and Cologne***

Perfume, cologne, after-shave and fragrant lotions should be worn in good taste. Remember, some people are allergic to the chemicals in these substances so wear them with restraint.

### ***Center Clothing***

Special event Center tee-shirts are only allowed for identified, special days announced by the Chief Executive Officer.

### ***Accessories***

Jewelry should be worn as appropriate to your work environment, with body piercings limited to only the ears with no more than three earrings per ear. Jewelry is not allowed in any other visible piercings. Accessories should neither detract from a professional image nor be a safety risk to yourself or others.

### ***Tattoos***

Offensive/inappropriate tattoos must be covered at all times in the work place. If you question the appropriateness of a tattoo please speak with your supervisor, the Human Resources Director or Assistant Human Resources Director to ensure you are in compliance with this requirement.

### ***Hats and Head Covering***

Hats are not appropriate indoors. Head coverings required for medical reasons, religious purposes or to honor cultural tradition are allowed. All other hats/head coverings should be removed upon entering any building.

### ***Grooming***

All staff will maintain a clean, groomed and modest appearance. Hairstyles, hair color, beards, moustaches, sideburns and other appearance-related items should present a neat and professional style (non-natural hair coloring is not allowed). Personal hygiene products must be used. Nails should be clean and manicured.

### ***Special Conditions***

Certain special circumstances (e.g., moving days, spring cleaning days, retreats away from the Center, special outdoor activities, etc.) may warrant relaxing your specific dress code guidelines and expectations, at the discretion of the Executive Management Team.

---

# ***SERVICE PROFESSIONAL DRESS CODE***

***ALL STAFF PROVIDING DIRECT SERVICES WITH EXCEPTION OF MEDICAL STAFF, ASSESSORS, MENTAL RETARDATION AUTHORITY STAFF, CLINICAL COORDINATORS, TRUST FUND CLERKS, PAP SPECIALIST AND BENEFIT ELIGIBILITY SPECIALIST***

*This is a general overview of appropriate Service Professional attire. Items not appropriate for providing direct services are also listed. Neither list is all-inclusive. The lists tell you what is generally acceptable and what is generally not acceptable as Service Professional attire.*

*No dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director.*

---

## ***Slacks, Pants and Suit Pants***

Suit pants and slacks (similar to Dockers and other makers of cotton or synthetic material pants,) dressy mid-calf or longer Capri's and nice jeans are acceptable. Inappropriate pants include any that are sagging (no skin showing above pants in front or back), wrinkled, holey, frayed, stained or patched. In addition, sweatpants, exercise pants, shorts, skorts, bib overalls, leggings and any spandex or other form-fitting pants are always inappropriate.

## ***Skirts, Dresses and Skirted Suits***

Casual dresses and skirts split at or below the knee are acceptable. Dresses and skirts should be at a length at which you can sit comfortably and appropriately in public. Short, tight skirts that ride up the thigh are inappropriate for work. Denim is allowable. Mini-skirts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate for the work place. Exposure of cleavage is not acceptable.

### ***Shirts, Tops, Blouses and Jackets***

Dress shirts/blouses, sweaters, casual shirts/blouses, turtlenecks and collared polo-shirts are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the work place. Inappropriate attire for work includes tank tops, spaghetti strap tops, midriff tops, tee-shirts, halter-tops, tops with bare shoulders, undershirts and wrinkled shirts. Exposure of cleavage is not acceptable.

### ***Scrubs***

Scrubs are not acceptable.

### ***Uniforms***

The PATH Case Worker is required to wear a uniform consisting of slacks and polo shirts. (Center designated brand and color with the Center logo.)

### ***Footwear***

Dress flats, loafers, boots, athletic or walking shoes and leather deck-type shoes are acceptable for work (all of which must be in good repair, clean, and, if applicable, polished.) Closed-toe and closed-heel shoes are highly-recommended for all staff and are required for all direct service staff and for all other staff working or visiting the following areas: Sunrise Canyon Hospital; Community Supports; Residential homes; Workshop; Day Habilitation; Road Crew; and La Paloma (PACE). Sandals, slippers, mules, Crocs and house shoes are not acceptable in the work place.

### ***Socks/Hosiery***

Men are required to wear socks. Women are required to wear socks or hosiery with all slacks/pants. Hosiery will be worn with dresses and skirts. From Memorial Day through Labor Day, hosiery, although preferred, is not mandatory.

### ***Grooming***

To reduce the risk of infections, employees including unit supervisors in direct care will keep fingernails at a minimal length (no longer than just beyond the fingertip.) Artificial nails are not permitted for direct care staff.

---

# ***OFFICE PROFESSIONAL DRESS CODE***

***ALL STAFF NOT COVERED UNDER ANOTHER CATEGORY INCLUDING PHYSICIANS, SOCIAL WORKERS, ASSESSORS, MENTAL RETARDATION AUTHORITY STAFF, CLINICAL COORDINATORS, TRUST FUND CLERKS, PAP SPECIALIST AND BENEFIT ELIGIBILITY SPECIALIST***

*This is a general overview of appropriate Office Professional attire. Items not appropriate for providing office and other non-direct staff are also listed. Neither list is all-inclusive. The lists tell you what is generally acceptable and what is generally not acceptable as Office Professional attire.*

*No dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director.*

---

## ***Slacks, Pants and Suit Pants***

Suit pants and slacks (similar to Dockers and other makers of cotton or synthetic material pants,) and dressy mid-calf or longer Capri's are acceptable. Inappropriate pants include any that are wrinkled, holey, frayed, stained or patched. In addition jeans, sweatpants, exercise pants, shorts, skorts, bib overalls, leggings and any spandex or other form-fitting pants are always inappropriate.

## ***Skirts, Dresses and Skirted Suits***

Casual dresses and skirts split at or below the knee are acceptable. Dresses and skirts should be at a length at which you can sit comfortably and appropriately in public. Short, tight skirts that ride up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses and spaghetti-strap dresses are inappropriate for the work place. Denim is not allowed. Exposure of cleavage is not acceptable.

### ***Shirts, Tops, Blouses and Jackets***

Dress shirts/blouses, sweaters, casual shirts/blouses, turtlenecks and collared polo-shirts are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the work place. Inappropriate attire for work includes tank tops, spaghetti strap tops, midriff tops, tee-shirts, halter-tops, tops with bare shoulders, undershirts and wrinkled shirts. Denim is not allowed. Exposure of cleavage is not acceptable.

### ***Scrubs***

Scrubs are not acceptable.

### ***Footwear***

Dress heels (including peep-toe pumps), dress flats, loafers, boots and leather deck-type shoes are acceptable for work (all of which must be in good repair, clean, and, if applicable, polished.) Sandals, slings, slippers, mules, Crocs and house shoes are not acceptable in the work place.

### ***Socks/Hosiery***

Men are required to wear socks. Women are required to wear socks or hosiery with all slacks/pants. Hosiery will be worn with dresses and skirts. From Memorial Day through Labor Day, hosiery, although preferred, is not mandatory.

---

# ***MEDICAL PROFESSIONAL DRESS CODE***

***ALL NURSING STAFF, CERTIFIED NURSE ASSISTANTS AND MENTAL HEALTH SPECIALISTS AT SRC INPATIENT, LA PALOMA, METHADONE SERVICES, MENTAL HEALTH AND INTELLECTUAL AND DEVELOPMENTAL DISABILITIES OUTPATIENT CLINICS***

*This is a general overview of appropriate Medical Professional attire. Items not appropriate for providing medical services are also listed. Neither list is all-inclusive. The lists tell you what is generally acceptable and what is generally not acceptable as Medical Professional attire.*

*No dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director.*

---

## ***Scrubs***

Scrubs (Center designated brand and color with the Center or the La Paloma logo) are required for all nurses, Mental Health Specialists and Certified Nursing Assistants working in the Sunrise Canyon Inpatient, La Paloma, Methadone Services, Mental Health and Intellectual and Developmental Disabilities Outpatient Units. Individuals wearing scrubs will be allowed to wear either a white or black solid-colored short or long-sleeve tee-shirt under their scrubs for warmth. Scrubs are never acceptable attire in the field.

## ***Lab Coats***

White lab coats (Center designated brand with the Center or the La Paloma logo) are acceptable for physicians and other medical staff who choose to wear one.

### ***Footwear***

Athletic or walking shoes are acceptable for work (shoes must be in good repair, clean, and, if applicable, polished.) Closed-toe and closed-heel shoes are required for all direct service areas.

### ***Socks/Hosiery***

Men are required to wear socks. Women are required to wear socks or hosiery with their scrubs.

### ***Accessories***

To avoid potential injury, dangling jewelry (earrings/necklaces/bracelets) may not be worn.

### ***Grooming***

To reduce the risk of infections, employees including unit supervisors must keep fingernails at a minimal length (no longer than just beyond the fingertip). Artificial nails are not permitted.

---

# ***SUPPORT PROFESSIONAL DRESS CODE***

## ***ALL STAFF PROVIDING MAINTENANCE AND KITCHEN SERVICES***

*This is a general overview of appropriate Support Professional attire. Items not appropriate for providing support services are also listed. Neither list is all-inclusive. The lists tell you what is generally acceptable and what is generally not acceptable as Support Professional attire.*

*No dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director.*

---

### ***Uniforms***

Uniforms (Center designated brand and color with the Center logo) are required.

### ***Footwear***

Work boots are required for maintenance staff, performing maintenance activities. Athletic or walking shoes are acceptable for kitchen staff. All shoes must be in good repair, clean, and, if applicable, polished.

### ***Socks/Hosiery***

Men are required to wear socks. Women are required to wear socks or hosiery with their uniforms.

---

# ***EXECUTIVE PROFESSIONAL DRESS CODE***

## ***ALL STAFF ON THE EXECUTIVE MANAGEMENT TEAM***

*This is a general overview of appropriate Executive Professional attire. Items not appropriate for executive staff are also listed. Neither list is all-inclusive. The lists tell you what is generally acceptable and what is generally not acceptable as Executive Professional attire.*

*No dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing. If you are uncertain about what is acceptable work attire, please ask your supervisor, the Human Resources Director or Assistant Human Resources Director.*

---

### ***Suit Pants and Dress Slacks***

Pressed suit pants and dress slacks are acceptable.

### ***Business Professional Dresses, Dress Skirts and Skirted Suits***

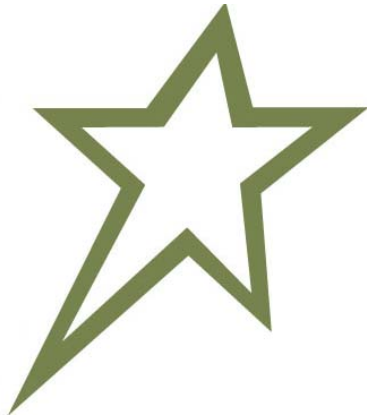
Business professional dresses, dress skirts and skirted suits are acceptable. Business professional dresses, dress skirts and skirted suits should be at a length at which you can sit comfortably and appropriately in public. Denim is not allowed. Exposure of cleavage is not acceptable.

### ***Shirts, Tops, Blouses and Jackets***

Dress shirts (with ties for men), dress blouses and dress sweaters (if they contribute to the appearance of professional dress) are acceptable attire. Suit jackets, dressy blazers and dressy sport jackets are also acceptable. Exposure of cleavage is not acceptable.

### ***Footwear/Socks/Hosiery***

Dress shoes, dress heels and peep-toe pumps, dress flats and dress loafers are acceptable (all of which must be in good repair, clean, and, if applicable, polished.) Slings are not permissible. Men are required to wear socks. Women are required to wear socks or hosiery with all slacks/pants. Hosiery will be worn with dresses and skirts. From Memorial Day through Labor Day, hosiery, although preferred, is not mandatory.



# *Lubbock Regional MHMR Center's Dress Code, Guidelines & Expectations*

## **ACKNOWLEDGMENT**

---

### **STAFF ACKNOWLEDGMENT**

I acknowledge I have read the Center-wide and category-specific \_\_\_\_\_ *Professional* Dress Code, Guidelines and Expectations and understand the Center expects me to comply with these guidelines. I agree I want to be an exemplary employee and I will dress in compliance with the expectations set forth, as they apply to my specific role in the Center.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

### **SUPERVISOR ACKNOWLEDGEMENT**

I acknowledge I have read the Center's Dress Code, Guidelines and Expectations and understand the Center expects me, as a leader and supervisor, to consistently enforce these guidelines. I agree I want to be an exemplary employee and I will dress in compliance with the expectations set forth and also will ensure staff under my supervision remain in compliance with these standards at all times.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

---