

PERSONAL APPEARANCE

As an employee of Trempealeau County Health Care Center it is our expectation your appearance projects a professional image for our customers, potential employees and community visitors. TCHCC promotes dress that allows employees to work comfortably and is within guidelines reflecting standard precautions. Business casual is the dress code and the following guidelines will assist you in presenting yourself to work.

Direct Care Staff

Direct care staff is those who have direct contact on a regular basis with residents or clients in their daily routine. Direct care staff includes, but are not limited to, Certified Nurse Aides, Personal Care Workers, LPNs, RNs, housekeeping staff, dietary staff, activity and vocational staff.

Designated TCHCC logo shirts or scrub tops are to be worn with washable pants. Slacks or pants similar to khaki made of cotton or synthetic material pants are suitable. Inappropriate slacks or pants include sweatpants, exercise pants, or any spandex or other form-fitting pants such as people wear for biking, yoga, etc... Sweaters or other long-sleeve tops worn with the shirts should be removed when giving direct care or laundered after each shift if worn to and from work.

Non-Direct Care Staff

Non-direct care staff is those not providing direct care to residents or clients. They may include office staff, human resource staff, laundry staff, maintenance staff and others not directly involved in direct care. Business casual may include TCHCC provided shirts or other appropriate clothing.

General Guidelines

- Casual clothing that is not suitable for work includes clothing that is appropriate wear for the beach, yard work, dance clubs, exercise sessions and sports contests.
- Clothing that reveals cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate wear for TCHCC.
- Denim slacks are acceptable except those that have holes, tears or are frayed.
- All employees, except those employed in the Community Programs, must wear an identification badge at ALL times. The badge should be displayed so it is visible. You will be issued an identification badge and holder at orientation and you will receive one replacement for lost or broken identification badges during your employment without cost. If you have a change in name, position or title, an identification badge will be issued at no cost.
- No advertisements of alcohol, drugs or sexual content should be on clothing. This includes apparel that advertises tavern names.
- Shoes must be comfortable and safe. Employees doing direct care should not wear open-toed or open-heel shoes. Other footwear should reflect the setting in which the employee works. Please check with your supervisor.
- Tattoos or other body marking are not to be visible if obscene or objectionable

- Ear piercings are allowed. Employees in direct care positions are limited to wearing only studs and must comply with standard precaution provisions. Other jewelry; rings, earrings, necklaces, etc. should reflect the setting in which the employee works. Please check with your supervisor or Human Resource Department if you have questions.
- Facial piercing is not permitted.
- Hats are not appropriate to be worn. Head gear may be worn while doing outside duties or with supervisor approval. Head covers that are required for religious purposes or to honor cultural beliefs are permitted.
- Departments are asked to set standards that reflect their areas. Please direct questions or concerns to your supervisor.

This is a general overview of appropriate work attire. It cannot cover all contingencies so employees must exert a certain amount of judgment in their choices for work attire. If there is uncertainty about acceptable, professional attire for work, please ask your supervisor.

If clothing fails to meet these standards as determined by the employee's supervisor and Human Resource staff, the employee will be counseled to not wear it to work again. If the problem persists, the employee may be sent home to change; the first written offense. Continued violations will result in the progressive disciplinary process, up to and including termination of employment.

