



Policy 9.4	Appropriate Dress, Uniforms and Safety Equipment		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

APPROPRIATE DRESS, UNIFORMS AND SAFETY EQUIPMENT

9.4

POLICY

It is the policy of DuPage County to require employees in certain positions to wear work uniforms and utilize safety equipment in order to provide a safe and efficient work environment for all employees.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A. Certain departments may require employees to wear uniforms and use safety equipment.
- B. Uniform and safety equipment requirements are subject to change based on work-related issues and safety regulations.
- C. For certain positions, employees are provided with safety equipment, uniforms, and ID Badges. Those employees are expected to report to work with that equipment, and to wear those uniforms appropriately. Reasonable care and control should be exercised over these items. All Care Center employees are required to wear an ID Badge in a manner where it is visible and easily readable at all times while on duty in the facility.
- D. Employees are, at all times during the course of their employment, representing DuPage County. As such, employees are expected and required to dress in a manner appropriate and safe for their work environment and to the type of work performed, and to maintain acceptable levels of grooming and personal hygiene.
- E. Employees who work in the administrative offices of the County are expected to dress in business attire which must be clean and neat and which also must present a professional appearance. Casual attire may be worn on designated days, typically on Fridays, as approved by the Department Head. Departments may establish additional appearance standards based on operational needs and should communicate these

standards to employees. Any employee deemed inappropriately attired (i.e.: uniform, safety equipment, dress, appearance) may be subject to disciplinary action, up to and including termination.

PROCEDURES

1. Upon hire, supervisors should inform their employees of any appropriate dress, appearance, uniform or safety equipment requirements.
2. Any employee who has a question on what is considered to be appropriate dress, uniform or safety equipment for their position or department should consult their supervisor.
3. Each employee will be responsible for wearing the proper uniform as designated by their department each day they report to work or when appropriate as assignments require.
4. Employees who are required to wear steel-toe safety boots or shoes to perform their work may be reimbursed annually for the purchase of the required footwear. The cost of these items may be reimbursed based on departmental policy.
5. Employees who wear prescription eye glasses and are required to additionally wear safety glasses to perform their work may be reimbursed annually for the purchase of the required safety prescription eyeglasses, based on departmental policy.
6. Additional safety equipment that may be required includes, but is not limited to, safety goggles, face shields, gloves, chaps, reflective vests and other protective clothing. The cost of these items may be reimbursed based on departmental policy.
7. Employees are also responsible for conducting themselves in a safe manner, following applicable safety procedures, and immediately reporting any unsafe conditions or hazards to a Supervisor.
8. Care Center Employees, upon termination, will have any outstanding uniform balance deducted from their final paycheck.