

**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES**

**PERSONAL APPEARANCE POLICY**

An employee's personal appearance is a direct reflection of the professionalism of the Division of Child and Family Services (DCFS) and its services. Employees of DCFS are in a unique position of serving as role models for children and families. As such, employees are encouraged to continually enhance personal appearance to show their pride in what they do. Attire must be appropriate for the working environment.

Managers and Supervisors are responsible for determining what is considered appropriate in accordance with this policy, as the need arises, and for ensuring dress code policies are administered consistently within the scope of their authority. Managers may consult with their Personnel Officer should they need assistance.

**A. GENERAL DRESS GUIDELINES**

- Clothing will be neat, clean and in good repair. More formal business attire is expected when employees are attending public meetings, seminars or are meeting with employees or partners outside of DCFS.
- General Dress Guidelines may include, but are not limited to the following:
  - Suits and/or coats and ties
  - Dresses and/or skirts
  - Blouses, sweaters and/or cardigans
  - Button down and/or collared shirts
  - Dress pants and/or slacks, trousers or Docker style pants;
- Business Casual dress will be permitted on Fridays except in some offices during Legislative sessions or if employees are meeting with partners outside of DCFS (court officials, Advisory groups, Commissions etc). The DCFS Administrator can also approve Business Casual dress on other days if requested by staff for special occasions and/or fund raisers.

**B. BUSINESS CASUAL ATTIRE**

Business Casual attire may be worn on Fridays or any other date designated by the DCFS Administrator or Office Manager. Managers must inform Administration of any business casual days they authorize.

The following are not permitted any day of the week, as they would be examples of inappropriate dress and does not constitute business casual attire:

- \* Beach sandals and/or thongs;

- \* Worn athletic shoes with or without holes;
- \* Pants above the calf and/or shorts (this does not include Capri pants);
- \* Mini-skirts (anything 4 inches or more above the knee);
- \* Worn T-shirts or shirts with decals/writing/slogans;
- \* Sweatshirts or sweatpants;
- \* Stirrup pants or Leggings (exception would be leggings worn under a dress);
- \* Beach or gym wear;
- \* Baseball Hats;
- \* Frayed Jeans or jeans with holes;
- \* Soiled, torn or stained clothing;
- \* Wrinkled clothing;
- \* Clothing that exposes undergarments and midriff section of the body.

The following would be examples of appropriate dress and would be considered business casual attire:

- \* Casual slacks and/or cargo pants;
- \* Denim Jeans in good repair (no holes or tears by design or wear);
- \* Skorts or cropped pants;
- \* Clean athletic shoes or canvas shoes in good repair;
- \* Collared shirts;
- \* T-Shirts (without logos and/or emblems)

### **C. FLEXIBILITY**

A Manager may allow designated employees flexibility in attire when a particular job duty or medical condition, either temporary or permanent, precludes the practicality of the normal expectations for appearance, e.g., casual attire for cleaning the file room, office clean-up days, maternity clothes and/or athletic shoes for a medical condition.

### **D. PUBLIC APPEARANCES**

Employees representing DCFS before groups, such as public governing bodies, community organizations and court, are required to dress professionally: coat and tie for men and appropriate business attire for women.

### **E. HYGIENE/GROOMING**

Every employee is expected to maintain an acceptable level of personal hygiene so as to not offend clients or other staff. Personal hygiene is a component of good health, and staff should present as a role model. The use of excessive or heavy-scented cologne, perfume and aftershave lotion is discouraged due to possible health sensitivities.

Hair must be clean, neat and arranged in such a manner as to not interfere with safety. Beards must be clean, neat and trimmed as to not interfere in safety.

Fingernails must be clean and of appropriate length as to not interfere with assigned work or safety.

To ensure a professional environment, DCFS employees should not display excessive piercings and/or tattoos. Deputy Administrators have the discretion to implement more restrictive guidelines in response to job duties and/or population of clients they are serving to meet client needs and for safety precautions.

## **F. VIOLATIONS**

Violations of the guidelines set forth in this policy will lead to disciplinary action, up to and including discharge. Every Supervisor in DCFS has the responsibility for ensuring his/her employees are aware of the guidelines and comply with the intent of this policy. Managers are responsible for ensuring the policy is applied consistently within their area of jurisdiction. Employees with questions regarding the suitability of an item of clothing should discuss it with their Supervisor prior to wearing it to work.

### **1. First Violation**

Employees failing to comply with the dress code will be counseled by their Supervisor and sent home to change. This time will be charged to the employee's annual or compensatory time leave balance.

### **2. Second and Subsequent Violations**

Employees with second or subsequent violations of the dress code will be sent home to change. The time will be coded absent without leave (AWOL) and subject to disciplinary action.

In addition, progressive disciplinary steps will be taken in accordance with Nevada Administrative Code Section 284.650 and DCFS Personnel Policy and Procedure Manual, Section 230.8 (Prohibitions and Penalties). Questions regarding the appropriate level of disciplinary action should be discussed with the Division of Child and Family Services' Personnel Officer.

*Exceptions to this policy can be made by the Division Administrator on a case-by-case basis.*