

DEPARTMENT:		SUBJECT:	
Administrative Affairs		Dress Code for University of Florida TEAMS and USPS Employees	
REVIEWED DATE:	REVISED DATE:	APPROVED DATE:	EFFECTIVE DATE:
June 2012	July 9, 2012	June 2012	July 9, 2012

BACKGROUND / PURPOSE:

To establish guidelines for appropriate dress code for University of Florida (UF) Technical, Executive, Administrative, and Managerial Support (TEAMS), and University Support Personnel System (USPS) employees.

USPS employees include only those hired prior to January 7, 2003, who have not elected to move to TEAMS employment.

POLICY:

It is expected that all UF employees will dress professionally and in a manner consistent with the university's public agency corporate environment. By maintaining a professional appearance and infection control, employees can greatly influence the opinion and confidence of patients and guests regarding our quality of service. Therefore, standards shall be established and maintained for dress code and personal appearance for UF TEAMS and USPS employees.

UF faculty will follow the dress code guidelines established by the UF COM-Jacksonville GMEC.

PROCEDURE:

As professionals in the healthcare industry, employees are expected to be clean, well groomed and appropriately dressed to reflect the professional standards of UF. General guidelines regarding personal appearance apply to all departments.

(A) Normal Attire/Non Uniform

- Business suits, dresses or skirts no shorter than 2 inches above the knee. Kick pleat must be of modest length. Loose fitting, ankle length slacks with blouses, and trousers with dress shirts or collared short-sleeve knit shirts are acceptable attire for non-uniformed employees. Ties are not required unless specifically designated by a department as part of appropriate attire. Sleeveless tops or dresses must extend to natural shoulder line or be covered with a sweater or appropriate jacket
- No shorts, skorts, leggings, jeggings, slacks above mid ankle, crop or Capri pants. No see-through or immodest garments (including garments that reveal cleavage or skin between the top and the bottom article of clothing in either the front or the back). No tight fitting clothing or gaping buttons or buttonholes. Sundresses, strapless or spaghetti-strap garments, casual tee shirts with or without printing or pictures, sweat shirts, sweat pants, velour or other casual fabric pants, jeans or denim clothing are not permitted. Denim and thin cotton material are not allowed. No hoodies, sweatshirts or outerwear coats.

DEPARTMENT:		SUBJECT:	
Administrative Affairs		Dress Code for University of Florida TEAMS and USPS Employees	
REVIEWED DATE:	REVISED DATE:	APPROVED DATE:	EFFECTIVE DATE:
June 2012	July 9, 2012	June 2012	July 9, 2012

(B) Customer Service Uniforms on 8th Street will consist of navy blue blazer, long-sleeved, button-down blue oxford shirt (short-sleeved shirt in summer), navy blue or charcoal gray slacks or skirts, black belt, black professional shoes.

(C) Foot Wear

- Shoes may be either backless or open-toed, but not both. If toes are open, heels must be fully enclosed. If heels are open, toes must be fully enclosed. Heels must not extend beyond four (4) inches. Flip flops, sandals, slides, mules, platforms, house shoes, bedroom slippers, or beach footwear are not allowed. Tennis shoes may only be worn in positions that require the employee to wear scrubs and must be white, black or brown leather with matching laces. Socks and/or hose are not required.
- Crocs are allowed in clinical areas and must be white, black or brown with no holes in top of shoe and with a closed heel.

(D) Stockings/Tights

- Stockings if worn should be conservative and a neutral in color. Fishnet or patterned stockings in bright colors are prohibited.

(E) Uniform/Scrub Wear

- Appropriate color scrubs are only approved for authorized personnel, in specifically designated areas. Non-clinical areas that have traditionally been allowed to wear scrub clothing may continue to do so until July 1, 2013.
- Non-conductive paper shoe coverings, masks and head coverings prescribed for wear by non-physician providers must be removed immediately upon leaving the clinical work unit and never worn outside the UF/UFJHI/UFJPI or Shands facilities.
- Uniforms are to be clean, neat, and professional in appearance and must comply with specific departmental guidelines. Scrubs tops cannot show cleavage and scrub pants cannot touch the floor. No casual or logo t-shirts.
- UF/UFJHI/UFJPI approved solid white long or short sleeve shirt may be worn under scrubs.
- UF/UFJHI/UFJPI approved matching scrub jackets may be worn over scrub tops.
- A white lab coat must be worn by non-physician providers in the clinical center when leaving the department.
- Employees who change into scrub clothing while on duty are permitted to wear street clothes to and from the work area.

DEPARTMENT:		SUBJECT:	
Administrative Affairs		Dress Code for University of Florida TEAMS and USPS Employees	
REVIEWED DATE:	REVISED DATE:	APPROVED DATE:	EFFECTIVE DATE:
June 2012	July 9, 2012	June 2012	July 9, 2012

- Providers and employees wearing Shands provided scrubs are expected to follow infection control procedures established for each area.
- Scrub clothing that is company property is not to be worn outside the facility. Employees removing scrub clothing from company facilities may be subject to progressive discipline, up to and including termination.

(F) Fingernails

- Fingernails must be clean and well-manicured and may be polished. No fluorescent or wild nails colors or nail art. **In clinical areas** they must be natural and cannot exceed ¼ inch in length from the fingertip. No chipped or cracked polish. No artificial nails, wraps, extensions, jeweled or pierced fingernails due to infection control issues. **In non-clinical areas** nails cannot exceed ½ inch in length from the fingertip.

(G) Grooming

- All employees must be clean, neat and professional in appearance at all times. No offensive body odors, cigarette or tobacco smoke. No cologne, perfume or scented lotions. Cosmetics should be used conservatively.

(H) Facial Hair

- Facial hair must be clean and neatly trimmed. Beards and mustaches cannot exceed ¼ inch.

(I) Jewelry

- Jewelry must not interfere with job performance or the safety of self or others. No dental decorations. No visible body piercing (excluding ears) is permitted. No piercings in nose, eyebrows, lips or tongue, etc. No more than two earrings per ear lobe. No large or dangling earrings. **In non clinical areas** earrings should be quarter size or smaller in diameter and length. **In clinical areas** earrings must be smaller than ½ inch in diameter and length.
- No more than three rings (engagement and wedding bands may count as one) are permitted and must not extend beyond the knuckle.
- **In non-clinical areas** no more than three (3) bracelets. **In clinical areas** bracelets are not allowed for medical personnel. Non-medical personnel in clinical areas may wear no more than three (3) bracelets.

DEPARTMENT:		SUBJECT:	
Administrative Affairs		Dress Code for University of Florida TEAMS and USPS Employees	
REVIEWED DATE:	REVISED DATE:	APPROVED DATE:	EFFECTIVE DATE:
June 2012	July 9, 2012	June 2012	July 9, 2012

- No ankle bracelets.
- No ear stretchers or expanders.
- Only one watch permitted.
- No pins other than approved by the organization such as service pins, recognition awards or “I Promise” pins.

(J) Body Art

- Visible tattoos must be covered where possible by long sleeves or long pants. Only exceptions are the areas below the ankle and wrist. Tattoos cannot be offensive. In clinical areas long sleeves must be UF approved.

(K) Hair

- Hair must be cut and styled and of a natural color (e.g. no streaks, pastels, neon, fluorescent or unnatural colors).
- Excessive hair ornaments or extreme hairstyles are not permitted.
- In clinical areas longer hair should be pulled back, not to extend into the field of patient care.

(L) Hats/Head Coverings

- Hats and/or head coverings are not permitted unless specifically designated by a department as part of appropriate work attire.
- Headbands must be no wider than one inch and must be neutral black, brown or navy. No head scarves, hats, feathers, bows or large hair.
- Consideration may be given for certain religious, medical, or other requested deviations to this policy. Such requests must be submitted to the Associate Dean for Administrative Affairs or designee for review. Employees requesting to wear specific clothing or head coverings for religious purposes must provide their immediate supervisor written evidence from a recognized leader in their religion that such clothing is a requirement of that religious practice.

DEPARTMENT:		SUBJECT:	
Administrative Affairs		Dress Code for University of Florida TEAMS and USPS Employees	
REVIEWED DATE:	REVISED DATE:	APPROVED DATE:	EFFECTIVE DATE:
June 2012	July 9, 2012	June 2012	July 9, 2012

(M) Photo Identification Badges

- Photo ID badges will be worn on the upper torso and above the waist at all times with photo facing out. No lanyards or swivel badge holders.
- Loose or damaged badges are to be replaced immediately.
- No unauthorized badges, stickers, buttons, patches, advertisements or endorsements are permitted.

Violations of this policy by University employees may result in the following actions (singly or in any combination), depending upon the seriousness of the violation, whether the violation is a first or repeat offense, and whether the violator knowingly violated the policy:

1. Verbal Counseling of the individual involved;
2. Written Letter of Counseling; entered into the employee personnel file;
3. Written reprimand, entered into the employee personnel file;
4. Suspension without pay;
5. Termination for cause.

Any disciplinary action taken hereunder shall follow the established procedures of the University of Florida. Appropriate disciplinary action should be taken only after consultation and approval of the Associate Dean for Administrative Affairs.

Where specialized clothing or exceptions to the policy are necessary for safety reasons or where governmental regulations take priority, certain provisions of this policy may be suspended. The department head and the Associate Dean for Administrative Affairs will make such decisions jointly. A review process is available for special requests or reasonable accommodations by contacting the Associate Dean for Administrative Affairs

The attached document provides further UF/UFJHI/UFJPI Dress Code details for both clinical and non-clinical employees.

APPROVED BY:
Eric Conde, M.S.A.
Associate Dean for Administrative Affairs
UF College of Medicine - Jacksonville























Indicates a safety issue.

























Indicates an infection control issue

DRESS CODE

CLINICAL ATTIRE	CLINICAL	 ACCEPTABLE	 UNACCEPTABLE
	Scrubs Personally owned	Scrub tops and bottoms must be of the same color. <i>(Exceptions include Rapid Response, Pediatrics, NICU and Mother/Baby.</i> Personally owned <u>scrubs must be clean, wrinkle-free</u> and laundered at home. Appropriate fit: Correct fit to allow bending without showing underwear Loose enough not to show undergarment lines	  Scrub pants that touch the floor (most prevalent with split leg bottom) Casual or logo t-shirts Scrubs that show cleavage
	Scrubs Shands Jacksonville provided scrubs (OR/Trauma/L&D/Special Procedures)	A white lab coat must be worn in the SJ facility when leaving the department. <u>Scrubs must be clean, wrinkle-free</u> Appropriate fit: Correct fit to allow bending without showing underwear Loose enough not to show undergarment lines	 Hospital provided scrubs are not worn outside the Medical Center.  Scrubs should be removed and placed in laundry container before going home. Lockers are provided for storing street clothes.   Scrub pants that touch the floor Scrubs that show cleavage; Casual or logo t-shirts
	Shoe coverings	 Non-conductive shoe coverings must be removed immediately after leaving work area and may not be worn about the Medical Center.	 Non-conductive shoe coverings worn outside work area
	Scrub caps	 Proper head coverings as required by nationally accredited standards	 Head coverings required by job may not be worn outside of the work area and never worn about the Medical Center.
	Shoes	<ul style="list-style-type: none">  Crocs: White, black or brown without holes in top of shoe; Closed heel Tennis Shoes: White, black or brown leather tennis shoes with matching laces Approved nursing shoes 	<ul style="list-style-type: none">   Dirty crocs or crocs with holes in the top  Dirty tennis shoes Colored trim or laces  Mesh/canvas tennis shoes   Slides, mules, platforms, house shoes, bedroom slippers, sandals, flip flops or  Stiletto heels
	Socks	Required in clinical areas. Should be white, black or brown to match the leather tennis shoes or crocs; Must cover the ankles.	Footies Colored or patterned socks

CLINICAL ATTIRE

	CLINICAL	ACCEPTABLE 	UNACCEPTABLE 
	Undergarments	Required Appropriate fit Approved solid white, long or short sleeve shirt may be worn	Visible thermal underwear Logo t-shirts Visible style lines, colors or patterns seen through scrub clothing
	Tops and Jackets	Scrub jackets must match scrub tops. Lab coats must be clean and white. Approved warm-up jackets	 Hoodies  Sweatshirts, outerwear coats t-shirts
	Customer Service Positions on 8th Street	Navy blue blazer Long-sleeved, button-down blue oxford shirt (Short-sleeved in summer) Navy blue or charcoal gray slacks or skirts Black belt, black professional shoes	  Hoodies  Sweatshirts, outerwear coats, t-shirts
	Hair	Neatly cut and styled natural in color   Longer hair should be pulled back, not to extend into the field of patient care	Extreme hairstyles or unnatural colors or streaks (No pastel, neon or fluorescent colors)   Hair dangling in patient's personal space
	Hair Coverings	Hair coverings for religious reasons must be approved by the Director of Human Resources.	Head scarves, hats, feathers, bows or large hair accessories Headbands that exceed one inch Colored headbands other than neutral, black, brown or navy
	Nails	 Clean, well-manicured Natural May be polished	 Nails longer than ¼ inch from the fingertip  Artificial nails, wraps, extensions, jewels, shellac nail polish (gel) or pierced finger nails. No chipped or cracked polish No fluorescent or wild nail colors or nail art
	Jewelry	<ul style="list-style-type: none"> • One watch • Three rings total (engagement and wedding bands may count as one) • No ring may extend beyond knuckle • Earrings smaller than ½ inch in diameter and length • No more than three (3) bracelets (non-medical personnel) 	  Necklaces, ankle or wrist bracelets (medical personnel) Visible body piercings except earlobes (no more than two earrings per lobe) Piercings in nose, eyebrow, lips, tongue, etc.) Ear stretchers or expanders Large or dangling earrings (see approved size) Visible dental decorations
	Facial hair	Clean and neatly trimmed, conservative	 Beards or mustaches exceeding ¼ inch
	Body art	Must be covered by long sleeves or long pants  In clinical areas the long sleeves must be hospital approved	Visible tattoos that are not covered where possible; Offensive tattoos
	Grooming	Clean, neat and professional in appearance	  Cologne, perfume or scented lotions Offensive body odors, cigarette or tobacco smoke
	Employee ID Badge	Worn on upper torso at all times; opposite side of organization monogram; Picture, name and title <u>facing forward</u> and un-obscured	  Lanyards or swivel badge holders Advertisements, endorsements, decorative photo, decals or stickers Pins other than Hospital approved pins such as service pins, "I Promise" pins and "Our Shands Jacksonville" pins

EMPLOYEE APPEARANCE AND DRESS



Indicates a safety issue



Indicates an infection control issue.

NON-CLINICAL EMPLOYEES' ATTIRE

NON-CLINICAL

ACCEPTABLE



UNACCEPTABLE



Well-fitted, clean, neat, well-groomed reflecting professional standards

Business suits, dresses, skirts or loose-fitting, ankle-length slacks with blouses, and trousers with dress shirts or collared short-sleeve knit shirts

See-through, low-cut, strapless, spaghetti-strap or immodest clothing
Casual or logo t-shirts, sweat shirts or sweat pants, jeans or denim clothing

Faded or stretched out collared knit shirts

Skirts/blouses and Dresses

Appropriate fit:
Correct fit to allow bending without showing underwear
Loose enough not to show undergarment lines

Appropriate length:
(no shorter than 2 inches above the knee)
Kick pleat must end at modest length.

Sleeveless tops or dresses must extend to natural shoulder line or be covered with a sweater or appropriate jacket.

Tight fitting clothing
Low cut (cleavage showing)
Sheer fabrics
Denim fabric
Spaghetti straps
Sundresses
Sleeveless tops that do not extend to natural shoulder line

Tops and jackets

Business suits, dress shirts or collared short-sleeve knit shirts. Blouses.



Hoodies



Sweatshirts, outerwear coats, t-shirts

Shoes



Heels must not extend beyond four (4) inches.
If toes are open, heels must be enclosed.
If heels are open, toes must be enclosed.



Tennis shoes of any kind

Slides, mules, platforms, house shoes, bedroom slippers, sandals or flip flops

Stockings/tights

If worn, stockings should be conservative and neutral in color.

Fishnet or patterned stockings
Bright colors

Slacks

Correct fit to allow bending without showing underwear;
Loose enough not to show undergarment lines;



Slacks should be of a length so they don't touch the floor but should not be shorter than mid ankle.

Jeggings, leggings
Capris, crop pants
Slacks above mid ankle
Elastic cuffs
Slacks touching floor

Undergarments

Required
Appropriate fit












Logo t-shirts
Visible style lines, colors or patterns seen through clothing

Hair

Neatly cut and styled
natural in color

Extreme hairstyles or unnatural colors or streaks (No pastel, neon or fluorescent colors)

NON-CLINICAL EMPLOYEES

	NON-CLINICAL	ACCEPTABLE 	UNACCEPTABLE 
	Hair coverings	Hair coverings for religious reasons must be approved by the Human Resources director. Head bands no wider than one inch; must be a neutral black, brown or navy.	Head scarves, hats, feathers, bows or large hair accessories Headbands that exceed one inch
	Nails	 Well-manicured, clean  Not to exceed ½ inch in length	Fluorescent or wild nail colors or nail art
	Jewelry	<ul style="list-style-type: none"> • One watch • Three ring total (engagement and wedding bands may count as one) • Rings may not extend beyond knuckle • No more than three bracelets • Earrings should be quarter sized or smaller in length and width 	Large or dangling earrings Earrings no larger than quarter sized in length and width Visible body piercings except earlobes (no more than two earrings per lobe) Piercings in nose, eyebrow, lips, tongue, etc. Ear stretchers or expanders Visible dental decorations Ankle bracelets Pins other than Hospital approved pins such as service pins, "I Promise" pins and "Our Shands Jacksonville" pins.
	Facial hair	Clean and neatly trimmed, conservative	 Beards or mustaches exceeding ¼ inch
	Body art	Tattoos must be covered by long sleeves or long pants 	Visible tattoos that are not covered where possible; Offensive tattoos
	Grooming	Clean, neat and professional in appearance Conservative use of cosmetics	  Cologne, perfume or scented lotions Offensive body odors, cigarette or tobacco smoke
	Employee ID Badge	 Worn on upper torso at all times; opposite side of UFJHI or UFJPI monogram; Picture, name and title <u>facing forward</u> and un-obscured	Advertisements or endorsements, decorative photo, decals or stickers Pins other than Hospital approved pins such as service pins, "I Promise" pins and "Our Shands Jacksonville" pins.   <u>Lanyards or swivel badge holders</u>