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DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH SERVICES
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DIVISION OF MENTAL HEALTH SERVICES
ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

PHASE-IN DATE: April 15, 2008
EFFECTIVE DATE: May 15, 2008

DATE ISSUED: February 26, 2008

SUBJECT: Administrative Bulletin 4:24
Employee Dress Code

The attached Administrative Bulletin is being forwarded for your review, action if necessary, and distribution to staff as appropriate. Please be advised that each recipient of this bulletin is responsible for being familiar with the content and ensuring that all affected personnel adhere to it. Also attached is a revised Administrative Bulletin Index for your Manual.

Kevin Martone
Assistant Commissioner

KM:pjt
Attachment

**DIVISION OF MENTAL HEALTH SERVICES
ADMINISTRATIVE BULLETIN 4:24**

Phase-In Date: April 15, 2008
Effective Date: May 15, 2008

SUBJECT: EMPLOYEE DRESS CODE

I. Policy Statement

The Division of Mental Health Services (DMHS) is committed to transforming the Mental Health System and has developed a Wellness and Recovery Transformation Action Plan, which delineates initiatives that will result in systemic improvements. Workforce development and organizational culture are integral to creating a system of enhanced service delivery. Therefore, the professional image of the DMHS hospital staff while on duty shall be consistent with their role and job responsibility in the health care setting. The manner of dress, grooming, and hygiene of staff contributes positively to the treatment and rehabilitation of patients and to the overall therapeutic milieu. Staff are role models for patients and shall provide quality care and treatment to mentally ill patients while maintaining a safe environment for the consumer, staff and visitors. In general, all staff is expected to wear clothing that is compatible with the hospital setting.

II. Purpose

To establish guidelines and standards for acceptable staff attire and general appearance, which will contribute to a professional, therapeutic, and safe environment for patients, staff and visitors while at the hospital.

III. Responsibility

Chief Executive Officers are responsible to ensure that the policy is communicated to all employees. Supervisors are required to ensure employees comply with the Employee Dress Code. Hospital policies should be revised and adopted to include the standards delineated in the Administrative Bulletin. Professional disciplines and operating departments have the authority to promulgate more detailed, specific Dress Code Policies applicable to their professional or operating needs with approval from Central Office.

IV. Standard

A. Staff attire is expected to conform to the following standards:

1. All staff is required to wear employee Identification badges (ID) at all times while on duty. ID badges must be worn on the employee's outer clothing and above the waist.
2. Staff that attend or hold meetings with patients, employees, family members and represent the Hospitals and DMHS would be expected to wear professional work attire. The manner of dress for staff that work in areas similar to social services, rehabilitation, psychology, medicine, psychiatry,

clerical, human resources, and business office would include clothing articles i.e., suit, dress, pants, slacks, jeans, blouse, sweater, jacket, collared shirt and shoes/sneakers.

3. Staff that are involved in providing non-direct patient care services would be expected to wear professional work attire. The manner of dress for staff that work in areas similar to maintenance, housekeeping, and medical records would include clothing articles i.e., pants, slacks, jeans, collared or polo shirt, blouse, and shoes/sneakers.
4. Staff in the following referenced titles will be required to wear uniform clothing articles at all times while on duty. The employee shall be responsible to purchase uniform apparel.
 - a. Supervisor of Nursing
 - b. Registered Nurse
 - c. Senior Licensed Practical Nurse
 - d. Licensed Practical Nurse
 - e. Senior Human Services Technician
 - f. Human Services Technician/ Assistants
 - g. Food Service Employees

5. The approved standardized uniform shall be a blue polo shirt with gold embroidered lettering across the left chest of the shirt which says:

"Hospital Name"
"Staff"

The standardized uniform shall be purchased from the hospital.

6. Attire shall be neat and clean and designed to allow physical activity without significant restriction.
7. Clothing articles that are sexually provocative, which may contain graphics, language, ethnic or racial slurs, or is otherwise offensive, shall not be worn.
8. Dress hemlines or skirts may be no more than three (3) inches above the knee and hemlines should not be long enough to interfere with staff ability to perform duties in a safe manner.
9. Trousers, pants, slacks, and jeans must be worn neatly at the waist.
10. Recreational attire, such as shorts and tank tops are not appropriate work attire. Staff may wear knee length Bermuda shorts or skorts, when engaged in outdoor recreational or escort activities.
11. Staff must wear supportive undergarments and undergarments may not be exposed or worn on top of other clothing.
12. Shoes and sneakers should completely cover the feet when working in patient care areas. Heel height of shoes is to be no more than two (2) inches. Flat heels or heels of no more than one and one-half (1½) inches are strongly recommended for safety reasons.

13. Hair is to be clean and neat. All male employees' facial hair must be kept clean and neatly trimmed.
 14. Food Service employees must wear a hairnet to cover hair for sanitary reasons.
 15. Caps, hats, bandanas, headbands, and any other non-religious headwear are not to be worn indoors. Exceptions to this standard will be made for headwear worn for religious and or medical reasons and for specific work-related tasks.
 16. No employee will have fingernails more that $\frac{1}{4}$ inches in length. Staff providing direct patient care or staff involved in food preparation are prohibited from wearing artificial nails, acrylic nails, or wraps.
 17. Body piercing other than the ears should be covered or not obvious.
 18. Staff clothing articles should cover tattoos when possible.
 19. Jewelry such as large earrings, large bracelets, protruding rings, and long necklaces are not to be worn in patient care settings, as these items may cause injury to employees or patients during patient care or program activities.
 20. Excessive makeup, perfumes, or colognes shall not be used.
 21. Sunglasses are not permitted to be worn indoors unless proven necessary by medical documentation.
 22. Off-duty personnel are expected to observe these guidelines, to the extent possible when on grounds in patient care areas.
- B. The use of personal electronic devices while on duty such as walkman-type radios, tape or DVD players, compact disc players, MP3, or hand-held video games is prohibited.
- C. The use or carrying of electronic pagers and cellular telephones by employees on duty is prohibited in patient care areas.
- D. At the discretion of the employee's supervisor, the employee may be provided with an alternate uniform and will be required to wear it for the remainder of the shift when their attire does not comply with the above minimum standards.
- E. Those employees who fail to adhere to the minimum standards will be subject to corrective or disciplinary action.

Date 2/26/2008



Kevin Martone, Assistant Commissioner