



# Oregon

Theodore R. Kulongoski, Governor

**Department of Human Services**  
*State Operated Community Program Office*  
4494 River Rd N., Keizer, OR 97303  
PO Box 14680, Salem, OR 97309-0740  
Phone: (503) 378-5952 Fax: (503) 378-5917

DATE: July 14, 2009  
TO: All SOCP Managers/Employees  
FROM: Deanna Bathke, SOCP Director  
**SUBJECT: Dressing for Work**

Summer has arrived, and many of us are dressing more casually at work.

Even in warm weather, we need to dress appropriately for our work setting. Appearance helps set a tone of professionalism and respect, whether we have contact with clients, members of the public, or with co-workers.

Clothing worn for camping, yard work, or exercising isn't appropriate for the SOCP work environment.

***Examples:***

- *Halter-tops, tube tops, low-cut tank tops, muscle shirts, short shorts, ripped or torn clothing or clothing exposing inappropriate areas to include undergarments and midriff.*
- *Due to health and safety issues, you should not wear flip-flops or open toe shoes.*

All SOCP employees are expected to follow the attached dress guidelines.

Thank you for your cooperation --- and enjoy the summer in appropriate attire.

c: Terri Millsap, HR

## DRESS GUIDELINES

July 14, 2009

These additional guidelines drafted and approved in 2005 clarify what is meant by "appropriate work attire". These guidelines apply to all SOCP employees including management, temporaries and represented and should be signed and filed in each SOCP employee's file.

### Shirts

No short shirts

No shirts that display words, scenes of a sexual nature and/or violence

No midriffs and/or cleavage showing

No tube tops/Spandex Sport bras unless an outer shirt is worn

No spaghetti straps and halter-tops

No Muscle/tank tops that reveal torso sides

No bra showing

No holes or tears in fabric

### Pants

No holes and must be hemmed

No plumber butt

Underwear cannot show

### Shorts

Shorts must be as long as the tips of your fingers while standing

Shorts must be no higher than mid thigh

No Spandex shorts

No holes or frays – Must be hemmed

### Shoes

No bare feet shoes must be worn.

No flip-flops (thongs)

No high heels (2")

Platform heels are okay but not over (2")

Any shoes worn must allow the person to be able to do a restraint, pursue a client running, lift clients and/or respond to any physical emergency.

### Jewelry and Accessories

Jewelry will not be reimbursed if broken except for watches.

No sharp jewelry that could cause injury to a client and/or staff.

No sunglasses are to be worn in a building unless prescription lenses that are tinted.

Tattoos of a sexual nature and/or violence must be covered while at work.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Work Area

Employee's signature indicates that the employee reviewed and received a copy of this document, and understands the contents.