

**CASUAL DAY GUIDELINES FOR
SIU SCHOOL OF MEDICINE AND SIU PHYSICIANS & SURGEONS, INC.**

General:

It is recognized in many organizations that the ability to dress casually on occasion is a nice benefit to offer the staff and that it increases morale and makes the work place more enjoyable. However, because of our unique relationship with the public, especially in the clinical areas, it is very important for us to maintain the confidence of the public. Professional dress is only one way to maintain that confidence. We will therefore designate the first Friday of each month plus each Friday during the month of December as "Casual Dress Days for Charity". In doing so, SIU will promote this casual day as one in which the employees will be requested to donate \$2.00 (or other departmentally agreed upon donation) towards a charity and in return be allowed to dress casually for the day. The week between Christmas and New Years will also be designated as casual dress week, but no donation will be requested or required.

Some specific guidelines to be followed by the departments are as follows:

- Each department should designate a coordinator for casual dress days, as well as a back-up person in case that person is off.
- It will be up to each department to determine which charities they wish to contribute their casual dress day monies to. The coordinators should solicit ideas from the staff and depending on the response, may designate several charities. For instance, a large department may decide to contribute their casual dress day monies to four charities during the year, while a smaller department may contribute all their money to one charity. Departments may decide to get together and pool their donations. Basically, this should all be decided by the department.
- Casual Dress Day display buttons will be made up and distributed to the coordinators. The coordinator will be responsible for handing out buttons to staff showing that they have contributed towards casual dress day. Casual dress day buttons will be maintained by each coordinator who should collect the donation from each staff person either prior to casual dress day or on casual dress day. Staff will be encouraged to wear their buttons in order to inform the public that they are participating in the "Casual Dress Day for Charity". All buttons should be returned to the coordinator after each casual dress day.
- Standard poster-board announcements will be distributed to all departments and the coordinator should display these signs in any public areas on casual dress days so that the public is aware why staff may be dressed casually for that day.
- Coordinators will be asked to report on a quarterly basis the amount of money collected and charity contributed towards, so that the School can recognize the donations of our employees.
- Any departments or staff that are not required to dress up due to their unique job functions may participate in casual dress day by contributing towards a charity, but it is recognized that this would be on a strictly voluntary basis.
- It is recognized that the casual dress day for charity will be totally voluntary on all employees' parts. A staff member will not be required to contribute in order to participate in casual dress day, but they will not receive a button. However, because this is being done on a voluntary basis and as a way to make the work place more enjoyable with a side benefit of helping our community, should a large number of employees ignore the guidelines outlined, there is no guarantee that the program will be continued.
- On Casual Dress Days the following restrictions on the SIU P&S Dress Guidelines will be waived: Jeans, Tennis shoes, sweatshirts, or T-shirts. Sweatshirts and T-shirts should still be in good taste and appropriate for the work environment.
- As a suggestion to some departments, below is a listing of charities which have benefited from "Casual Dress Day for Charity" during the past year. We will publish other charities seeking contributions in the future.
 - American Cancer Society
 - Capitol Community Health Center
 - Mini O'Beirne Crisis Nursery
 - Enos
 - The Breast Center
 - Children's Miracle Network
 - The Sojourn Shelter

DRESS GUIDELINES

PURPOSE

To ensure that employees know and understand the importance of appropriate dress in the workplace.

GUIDELINE

Employees should be suitably groomed and appropriately dressed so as to portray a professional image for SIU Physicians & Surgeons. Standards of dress in the clinical community should parallel those in the business/professional employment setting. Good judgment should be exercised to ensure appropriate length and fit for a professional setting. Dress shirts and blouses must cover midriff and not display cleavage. **Shoes must be worn at all times.** You may wear slacks, crop pants, capri pants, skirts, and dresses without hose or socks. **Capri pants are allowed only on casual days.** Sleeveless blouses and shirts of a professional nature and good taste are acceptable in non-clinical areas. All faculty and staff should wear lab coats and/or shirts with sleeves when in a clinical area. Dress standards may affect the health, safety, or actual work performance of employees, co-workers or department clientele. Protective clothing or other appropriate dress may be required in some work areas for the protection and safety of employees. All clothing and footwear must be clean and in good repair. **Close-toed shoes must be worn at all times in areas where blood or body fluid spills are possible as well as potential exposure to sharps.** This includes all laboratory and patient care areas and applies to all faculty, staff, and students who walk into these areas (including reception and clerical). "Clog-type" shoes are acceptable as long as the toe is closed. Employees are expected to maintain high standards of personal hygiene and cleanliness. Use of personal care products (i.e. perfumes, colognes, aftershave, hair care products) should be minimal. Employees may be asked to discontinue the use of personal care products which are offensive to others should complaints be made.

Appropriate professional dress includes:

- Slacks

- Skirts
- Suits
- Dresses
- Jackets or sports coats
- Denim skirts, jackets, dresses, or jumpers - if free of holes and not excessively faded.
- Collared shirts
- Nursing uniforms including white leather shoes
- Cropped (flood) pants

The following items are unacceptable dress for any work area:

- Sweatpants
- Sweatshirts
- Miniskirts
- Halter and tube tops
- T-shirts
- Shorts
- Leggings or leotards
- See through clothing
- Jeans (denim or colored)
- Low cut or midriff blouses or dresses
- Capri pants
- Skorts and dress shorts

Jeans and tennis shoes may only be worn by staff whose work requires casual dress, approved by their supervisor, and who are **NOT** in a clinical work area and/or other direct patient care area and/or have public contact. Sweatshirts and T-shirts may be allowed with supervisory approval.

Nursing staff who wear street clothes should follow the same dress guidelines and wear a lab coat and name badge if duties require them to be in the clinical area.

Should employees choose to arrive for work dressed inappropriately according to the guidelines established above, they may be sent home to change clothes. Repeated infractions shall result in disciplinary action.

Effective: 7/1/99

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Approved by Clinical Operations: 9/19/02, 4/3/03, 10/23/03