



POLICY ON PERSONAL APPEARANCES OF EMPLOYEES

Dated: April 30, 2015

Supersedes: HR.706 Personal Appearance of Employees dated August 8, 2005

I. PURPOSE

To establish guidelines for what is considered professional standards of appearance within the College.

II. POLICY

It is the policy of New York Medical College that all employees present a professional and business-like image. Appropriate business attire is an ongoing requirement of employment with New York Medical College.

III. SCOPE

This policy applies to all employees at all locations.

IV. PROCEDURES

- A. The personal appearance of employees is to be governed by the following standards:

The wearing of jeans, shorts (unless part of a suit and knee-length), spandex pants, sandals, sneakers (unless medically necessary), T-shirts and similar items of casual attire are not permitted as they do not present a business-like appearance.

- B. The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should be as business-like as working conditions require.
- C. If a uniform is required; (e.g. hospital/lab coat, etc.) it must be clean.
- D. If an employee reports to work improperly dressed, corrective action must be taken which may include leaving College premises in order to change clothing.

- E. Any work time missed because of failure to comply with this policy will not be compensated and repeated violations will be cause for disciplinary action.

V. EFFECTIVE DATE

The policy is effective as of the date signed below.


VI. POLICY RESPONSIBILITY

- A. Employee - present a professional and business-like image by complying with the standards of this policy.
- B. Supervisor/Administrator
 - 1. Counsel employees on what is considered proper attire.
 - 2. Enforce the standards of this policy.
- C. Human Resources Department - provide advice and guidance with respect to the interpretation and administration of this policy.


VII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date