



2480 PROFESSIONAL APPEARANCE	
Chapter: Sununu Youth Services Center	Section: Personnel
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 16-28 Effective Date: August 2016 Scheduled Review Date:
	Approved:  Lorraine Bartlett, DCYF Director
Related Statute(s): RSA 621, and RSA 621-A Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 2480 Bridges, Screen(s) and Attachment(s):

It is essential that staff at the SYSC present a professional image and are able to safely carry out their job duties and responsibilities. In order to ensure safety and professional appearance staff shall wear appropriate, professional clothing at work.

Purpose

This policy is to establish the SYSC professional appearance standards for staff.

Definitions

"Staff" means any individual employed by the Division for Children, Youth and Families or working through the Division for Children, Youth and Families in a contracted position, internship, or volunteer program (to include Parent Leaders).

"SYSC," or the **"John H. Sununu Youth Services Center,"** or the **"Youth Detention Services Unit"** means the architecturally secure juvenile treatment facility administered by the Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

Policy

- I. The following general standards of professional appearance shall be adhered to:
 - A. Staff shall practice good personal hygiene and good grooming, and shall maintain a neat appearance.
 - B. Staff shall wear clean, properly fitted clothing and footwear that is appropriate to their primary job function.
 1. Jeans and shorts may be worn only as expressly authorized in this policy or with approval of the Residential Bureau Chief or designee.
 2. Clothing is not appropriate if it:
 - (a) Is too tight or low-cut, revealing, ripped/patched, or worn.
 - (b) Depicts or symbolizes drugs, tobacco, alcohol, sexual themes, cult or gang cultures, or language/symbols that are disrespectful or degrading.

- C. Hats or caps shall not be worn except by dietary or maintenance staff for protective or sanitation reasons.
- D. Tattoos that depict or symbolize drugs, alcohol, sexual themes, cult or gang cultures, or include language/symbols that are disrespectful or degrading shall be covered during work hours.
- E. Footwear:
 - 1. Footwear shall be suited to the staff member's primary job function.
 - 2. Sandals, open-toed shoes, or shoes with heels or platforms higher than 1 ½ inches shall not be worn by residential staff, by staff who may participate in physical intervention with youth, or by staff who conduct business in the residential buildings.
 - 3. Full shoes (no sandals, open-toed shoes, or clogs) with a slip-resistant sole shall be worn by dietary staff as part of the dietary uniform when working in the kitchen:
 - (a) Form 2480 Food Services Footwear Agreement shall be reviewed with new dietary staff in support of the dietary uniform requirements.
 - (b) Form 2480 Food Services Footwear Agreement should be reviewed with dietary staff any time they purchase new footwear to review footwear requirements.

II. Additional Standards for Residential Staff:

- A. Except as expressly provided in Paragraph B below, residential staff shall wear:
 - 1. Casual collared shirts (i.e., "polo" type shirt), dress shirts, sweaters, dress tops, mock turtlenecks and/or turtlenecks.
 - 2. Long pants and/or slacks (not jeans or "wind pants", which may be referred to as sweatpants).
- B. Residential staff who are scheduled to directly participate in a physical activity with youth shall, with the approval of the Unit Manager or designee:
 - 1. Bring a change of clothing appropriate to the activity. This clothing shall be placed in the staff member's locker in the Staff Lounge or, with permission from the Unit Manager or designee, be placed in an appropriate storage space within the residential unit;
 - 2. Change into the clothing for the activity;
 - 3. If needed, utilize the staff restroom/shower to shower following the activity; and
 - 4. Change back into clothing described in Paragraph A above immediately after completing the physical activity.
- C. Jewelry:

1. Residential staff may not wear jewelry, including any body piercing, that may cause injury to staff or youth.
2. Only stud-type earrings may be worn.
3. Only necklaces capable of breaking under stress may be worn.
4. Staff who wear jewelry of real or sentimental value, shall do so at their own risk.

III. Additional Standards for Educational Staff:

- A. Educational staff are subject to any additional standards set forth in the Faculty Handbook.
- B. Physical education teachers and recreational therapists are the only employees whose primary duties require them to actively participate in physical activity with youth. Their attire should be appropriate to these primary job duties.

IV. Additional Standards for Maintenance Staff:

- A. Maintenance staff shall dress to ensure safety and efficiency based on their duties to perform a variety of activities both indoors and outdoors, and in areas that may present unique health and safety challenges.

V. Dietary staff shall dress in a manner that complies with the relevant provision of the [Master Collective Bargaining Agreement and Sub-Unit Agreement](#) and applicable health codes.

- A. Dietary staff may be eligible for reimbursement up to once a year, for footwear purchased to comply with uniform requirements.

VI. Any staff member who reports to work inappropriately dressed may be required by his/her supervisor, or the Residential Bureau Chief or designee, to immediately make those changes to his/her attire or appearance necessary to comply with this policy.

Practice Guidance

How can I tell if I have "slip-resistant" footwear?

- Most manufacturers will identify on the packaging if a pair of footwear have a slip-resistant sole. Things to look for and consider include:
 - Random sole patterns and patterns perpendicular to the direction of travel perform best as slip-resistant; and
 - Footwear with too much grip or tacky surfaces will impede forward-travel, may increase the risk of tripping, and are not recommended.

What is the Collective Bargaining Agreement Sub-Unit Agreement?

- Through the State Employee's Association all staff are covered under the Master Collective Bargaining agreement and additional provisions are in effect for staff of the Sununu Youth Services Center under the Sub-Unit Agreement. In the Sub-Unit Agreement in effect [2015-2017](#) the Juvenile Justice Services section is covered in Article XXXV.