

Hickory Creek Healthcare Foundation
Facility Dress Code Policy

We wish to convey a professional image to our residents and visitors. As an employee of the nursing home you are expected to dress in a manner appropriate to the function of the job you perform. Employees are expected to present themselves in a neat, clean and professional looking manner at all times and adhere to the following guidelines: neat, clean departmental uniforms and name badges to be worn; hair to be clean and hair style to be conservative and in good taste; facial hair neat and well trimmed; fingernails well –manicured and of appropriate length for resident care; no dangling jewelry; no facial piercings such as nose, eyebrow, lip or tongue rings; tattoos of an offensive nature must be covered; supportive closed-toed, closed-heel, non -slip footwear. Your Administrator determines department specific shirt color options with review and approval by the Director of Operations. All pants will be a standard color as determined by Hickory Creek. In addition the Administrator may designate “special dress” or “casual days” to coincide with facility activities.

Business Professional: Business Professional attire is more formal and conservative in nature. For women, this consists of skirt or pants suits with blouse and heels. For men, this consists of a suit with tie or a suit jacket, button down shirt and tie with slacks and dress shoes.

Business Casual Defined: Business Casual attire is less formal than business Professional clothing but still professional enough to be office appropriate. For women this typically means a skirt or slacks, a blouse or shirt and closed toed dress shoes. For men, this typically means a button down shirt or polo, slacks and dress shoes. This also includes Hickory Creek logoed button down shirts, polo shirts, sweaters and cardigans, ¼ and ½ zip pullovers for both men and women.

Management employees may wear open toed shoes if not performing resident care or working in kitchen or housekeeping/laundry but must have closed toed shoes on site.

Recommended Dress by Position/Department:

Administrator: Business Professional or Business Casual with Name Badge

Business Office: Business Professional or Business Casual with Name Badge

Social Services: Business Professional or Business Casual with Name Badge

Activities: Business Casual with Name Badge

Dietary Manager: Business Casual with Name Badge or dress as outlined for Dietary staff.

Director of Nursing: Business Professional or Business Casual or Scrubs as outlined for Licensed Nurses. White or Pewter Lab coat is optional. Name Badge

MDS Coordinator / Nurse Managers: Business Casual or Scrubs as outlined for Licensed Nurses. Name Badge.

Licensed Nurses: Scrub tops and scrub pants or skirt. Scrub top and bottom must be same color. Scrub tops must have Hickory Creek logo. Shirts worn under scrub tops must be black or white. Closed -toe and closed –heel nursing or tennis shoes with socks or hose. Name badge. All items style and color options as selected by Hickory Creek and purchased through Wildman Corp. the approved vendor.

Scrub pants can be purchased elsewhere but must meet color specifications and be approved by the administrator.

Optional: White or Pewter lab jacket (warm-up) with logo; ¼ or ½ zip pullovers with Logo; full zip fleece with logo

QMA and CNA's: Polo style top or scrub top and scrub pants or skirt. Polo style and scrub tops must have Hickory Creek logo. Shirts worn under scrub or polo tops must be black or white. Scrub bottoms must be Pewter in color. Closed-toe and closed-heel nursing or tennis shoes with socks or hose. Name badge. All items style and color options as selected by Hickory Creek and purchased through Wildman Corp. Scrub pants can be purchased elsewhere but must meet color specifications and be approved by the administrator.

Optional: White or Pewter lab jacket (warm-up) with logo; ¼ or ½ zip pullovers with Logo; full zip fleece with logo

Dietary: Polo style top with apron and scrub pants or skirt. Polo style tops must have Hickory Creek logo. Shirts worn under polo style tops must be black or white. Scrub pants must be Pewter in color. Non-slip, closed-toe and closed-heel tennis shoe or work shoe with socks or hose. Name badge. All items style and color options as selected by Hickory Creek and purchased through Wildman Corp. Scrub pants can be purchased elsewhere but must meet color specifications and be approved by the administrator.

Optional: ¼ or ½ zip pullovers with Logo; full zip fleece with logo

Housekeeping and Laundry: Polo style top and scrub pants. Polo style tops must have Hickory Creek logo. Shirts worn under polo style tops must be black or white. Scrub pants must be Pewter in color. Non-slip, closed-toe and closed-heel tennis shoe or work shoe with socks or hose. Name badge. All items style and color options as selected by Hickory Creek and purchased through Wildman Corp. Scrub pants can be purchased elsewhere but must meet color specifications and be approved by the administrator.

Optional: ¼ or ½ zip pullovers with Logo; full zip fleece with logo

Maintenance: Polo style top. Polo style tops must have Hickory Creek logo. Cargo or flat front work pants. Dark Grey or Black in color. Jeans are prohibited. Work boots or work shoes. Name badge. All items style and color options as selected by Hickory Creek and purchased through Wildman Corp. Cargo or flat front work pants can be purchased elsewhere but must meet color specifications and be approved by the administrator.

Optional: ¼ or ½ zip pullovers with Logo; full zip fleece with logo

Uniform Purchasing: The facility will provide each employee with two uniforms (2 tops, 2 bottoms) upon hire and on their anniversary date.

Employees will use payroll deduction to purchase uniforms and other Hickory Creek approved apparel from the Wildman site. Uniform and apparel deductions will be divided out over 3 pay check cycles. All purchasing must be coordinated through the Administrator or his/her designee.

In the event that the employee leaves our employment any outstanding uniform or apparel balance will be deducted from their last pay check.