



San Juan Public Health Department

Dress Code Policy

Effective Date: January 2026

Applies To: All employees

1. Purpose

The San Juan Public Health Department (SJPH) promotes a professional, inclusive, and comfortable work environment that supports productivity and public service. This Dress Code Policy allows employees to dress comfortably while maintaining a professional appearance appropriate for a public health setting and community interaction.

2. General Standard

Employees are expected to present a **clean, neat, and professional appearance** at all times. Clothing should be suitable for an office and public-facing environment and should not interfere with job duties, safety, or public trust.

3. Acceptable Attire

The following items are generally acceptable, provided they are clean, in good condition, and appropriately fitted:

- Casual slacks, khakis, chinos
- Jeans (free of rips, tears, or excessive fading)
- Skirts and dresses of appropriate length
- Casual blouses, shirts, polo shirts, and sweaters
- Department-issued or public health–related shirts
- Closed-toe shoes, loafers, flats, clean sneakers, or sandals with secure straps

- Cultural or religious attire
-

4. Unacceptable Attire

The following are not permitted during regular work hours:

- Clothing with offensive, discriminatory, or inappropriate language or images
 - Graphic or novelty clothing
 - Excessively revealing clothing (e.g., crop tops, low-cut tops, short/skirts shorts)
 - Torn, frayed, or excessively distressed clothing
 - Athletic wear (e.g., gym shorts, yoga pants, sweatpants), unless approved for specific roles or events
 - Overly relaxed items like weekend or lounge wear
-

5. Public-Facing and Special Assignments

Employees who interact directly with the public, attend official meetings, conduct inspections, or represent the department at external events may be required to dress in **business casual or professional attire**, as determined by their supervisor. Employees who interact directly with the public must wear their identification SJPH name badge.

6. Safety and Health Considerations

Certain positions may require specific attire or personal protective equipment (PPE) to meet safety, health, or regulatory standards. These requirements take precedence over this casual wear policy.

7. Accommodations

SJPH respects cultural, religious, and medical needs. Reasonable accommodation related to dress will be made in accordance with applicable laws and department policies.

8. Enforcement

Supervisors are responsible for ensuring compliance with this policy. Employees who do not adhere to the dress code may be asked to change attire and may be subject to corrective action if noncompliance persists.

9. Policy Review

This policy will be reviewed periodically and may be updated to reflect operational needs, public health standards, or community expectations.