



## Staff Report

**Date:** June 22, 2026

**Subject:** Revision of Section 3.3 of the TLHD Employee Handbook: Professional Appearance

**Attachment(s):**

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### Background:

The current Professional Appearance policy provides general dress and grooming expectations for employees and includes department-specific standards for Evolutions staff. Over time, staff have identified areas where additional clarification would improve consistency, reduce ambiguity, and better reflect current operational needs across District departments.

The proposed revision updates the policy language to provide clearer expectations regarding acceptable workplace attire while maintaining professional standards and preserving management's ability to address department-specific needs.

### Recommendation:

Approve the proposed revisions to Section 3.3 (Professional Appearance) of the Employee Handbook.

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## RECOMMENDED REVISION:

### 3.3 Professional Appearance

Employees must maintain a professional appearance at all times while on District premises or while conducting District business. Employees who are inappropriately dressed or groomed may be required to correct the issue before continuing work. The District recognizes that dress requirements vary by position and department. Supervisors may establish additional department-specific expectations as necessary. The following standards apply:

- General TLHCD Employees: Business casual attire.

Business casual attire includes professional, clean, and well-maintained clothing such as:

- Slacks, chinos, khakis, dress pants, or non-distressed jeans
- Dresses, skirts, blouses, collared shirts, sweaters, or professional tops
- Closed-toe shoes or other professional footwear appropriate for the work environment

The following are not considered business casual:

- Clothing that is excessively revealing, transparent, torn, frayed, distressed, or otherwise immodest
- Clothing displaying offensive, obscene, discriminatory, or inappropriate images or language

- Evolutions Front Desk, Fitness Desk, Environmental Services (EVS), and Childcare Staff

Employees must wear an Evolutions-issued and branded uniform shirt, which may consist of an approved polo shirt or t-shirt, and all black athletic pants, capris or shorts, yoga pants, joggers, or black or khaki chino-style pants. Employees may wear an Evolutions-issued and branded sweater or jacket. Athletic attire must be professional, clean, and appropriate for the workplace. Shorts must be no shorter than three (3) inches above the knee. Clothing may not be excessively tight, revealing, transparent, or otherwise immodest. Chino-style pants and shorts must be clean, professional in appearance, and free from tears, holes, fraying, or excessive wear.



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Employees must wear athletic closed-toe shoes with a full heel/back. Sandals, slides, flip-flops, open-back footwear, or similar shoes are not permitted. All Evolutions-branded attire required will be given to the employee at the District's expense. Any necessary uniform reimbursement should follow the procedure detailed in section 4.9.3.

- Evolutions Management Staff

Fitness Managers, Member Experience Managers, Directors, and other Evolutions management staff may wear either:

- The approved Evolutions staff uniform described above; or
- Business casual attire as defined in this policy.

Management staff are expected to maintain a professional appearance appropriate for leadership roles and may be required to wear business-casual attire for meetings, presentations, interviews, community events, board meetings, or other professional functions.

- Group Exercise Instructors

Group Exercise Instructors may wear professional fitness attire appropriate for physical activity and instruction. Fitness attire must be clean, in good condition, and provide appropriate coverage. Clothing that is excessively revealing, transparent, or otherwise immodest is prohibited.

- General Appearance Standards

Regardless of position, employees are expected to report to work clean, neatly groomed, and dressed appropriately for their assigned duties. Employees are not to wear or have exposed to the public any type of makeup, tattoo, body piercing (including earrings), clothing, jewelry, or accessories that would be unsafe or non-hygienic considering the employee's job duties, or which would physically interfere with production, or damage machinery or products, or which may be viewed as gang-related or that is vulgar and/or obscene, or which would portray an unprofessional image.

**Employees are allowed to appear or dress consistently with the employee's gender identity but must adhere to the District's appearance, grooming, and dress standards. Any employee who requires an accommodation in relation to an appearance and grooming standard for a sincerely held religious belief, medical condition, disability, or other reason must contact their immediate supervisor or the designated HR person at the District Office. If any employee feels the issue has not been addressed properly, they should bring it to the attention of the CEO. Contact information is found in section 1.4 above**

### CURRENT VERSION:

#### 3.3 Professional Appearance

Employees must maintain a professional appearance at all times while on District premises or while off premises on District business. An employee who is inappropriately dressed or groomed may be sent home to achieve an acceptable appearance. The following is an overview of the District's policy on dress and grooming standards. Different and additional expectations may be implemented depending on the department. Supervisors will instruct employees as to any additional department-specific guidelines. In general, the following applies:

- General TLHCD employees: Business casual.
- Front desk, Fitness desk, and housekeeping at Evolutions facility: Black EVO polo shirt, all black or khaki chino/exercise pants or shorts, tennis shoes, and, if needed during colder months, an EVO jacket



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(zip up or pull over). All EVO-branded attire required will be given to the employee at the District's expense. Any necessary uniform reimbursement should follow the procedure detailed in section 4.9.3.

- Fitness manager, business manager, or director at Evolutions facility: Same as above or business casual.
- Group exercise instructor: Fitness attire.

Regardless of the above, employees must appear for work clean, neatly groomed, and wearing appropriate attire (including underclothing entirely covered and not visible) considering the employee's job duties. Employees are not to wear excessively baggy or skin-tight clothing, or clothing which is torn, threadbare, or that is immodest. Employees are not to wear or have exposed to the public any type of makeup, tattoo, body piercing (including earrings), clothing, jewelry, or accessories that would be unsafe or non-hygienic considering the employee's job duties, or which would physically interfere with production, or damage machinery or products, or which may be viewed as gang-related or that is vulgar and/or obscene, or which would portray an unprofessional image. The District considers jeans to be appropriate for business casual attire as long as they are not torn, threadbare, or immodest.