

CATHOLIC CEMETERIES & MORTUARIES

DRESS CODE POLICY



CATHOLIC
CEMETERIES
& MORTUARIES

LOS ANGELES | SANTA BARBARA | VENTURA

As staff members of Catholic Cemeteries & Mortuaries, we represent the Church to those we serve. It is very important that the staff's attire and grooming are always professional and in good taste whether assisting patrons in making arrangements or performing the job duties of any cemetery & mortuary employee. It is also important to remember that the appearance of each Catholic Cemeteries & Mortuaries staff member reflects the Los Angeles Archdiocese Cemeteries & Mortuaries Department. Adherence to the dress code is up to management discretion. The dress code policy guidelines are as follows:

WOMEN

A lady's business suit shall be worn consisting of a black, navy blue or dark gray skirt (no more than one inch [1"] above the knee or to mid-calf in length) with a matching jacket. If slacks are worn instead of a skirt, the slacks should be of the same coordinating color with a jacket. A conservative blouse or sweater can be worn under a suit jacket which is suitable for day time business attire. The blouse or sweater should not have sequins or metallic threads running through it. When wearing a skirt or dress, hosiery or panty hose should be worn and should be appropriate to an individual's skin tone, however, hosiery or panty hose may also be black or off black in color. Flat shoes or shoes with heels (heels of no more than three inches [3"] in height) may be worn, whichever appeals to each individual. Shoes should be completely closed in. No open-toed shoes or sling back pumps are allowed. Shoes should never be of the athletic, canvas, or jogging type (as used in sports) while in the office. Shoes should always be cleaned, shined, and in good repair.

Not permitted: Leisure or athletic wear of any kind including shorts, spandex or sweat suits (to the discretion of the prep-room crematory supervisors), tight fitting or body contouring clothing. All clothing should be loose fitting and non-see through. Any outfit that bares cleavage or the midriff area is not allowed.

Jewelry should be conservative in appearance and usage. Excessive amount of jewelry, perfume or make-up are to be avoided. No visible body piercing, other than pierced ears, is permitted. Earrings should be worn in good taste in keeping a professional image and use of multiple earrings is to be avoided. No visible tattoos are permitted.

Hairstyles should be neat, conservative and project a professional image. No unusual hair colors (ex. orange, blue, or green etc.) are permitted; only natural tones or highlights.

MEN (CEMETERY OR MORTUARY OFFICE)

A man's business suit consisting of a black, navy blue or dark gray jacket and slacks with a dress shirt - Conservative long-sleeve dress shirt (i.e. white, light shades, pastels, small pinstripes) and coordinating conservative tie and conservative footwear. Dockers, Chinos, etc., are not considered to be business attire. Shoes should be of a type suitable for business. Shoes should never be of the athletic, canvas, or jogging type (as used in sports) while in the office. Cowboy boots are also not allowed. Shoes should always be cleaned, shined, and in good repair.

Jewelry should be conservative in appearance and usage. Excessive amounts of cologne and aftershave are to be avoided. No visible body piercing, including ear piercing, is permitted. No visible tattoos are permitted.

Hairstyles and facial hair should be neat, conservative and project a professional image.

MEN (CEMETERY GROUNDS)

The cemeteries department provides each grounds worker with uniforms, work boots, rain boots, rain gear and safety equipment.

- Uniform cleaning is provided by the cemetery at no cost to the grounds worker.
- Any garment worn over the cemetery uniform (ex. jackets, sweaters, sweatshirts, etc.) should be plain.
- Shirts must be tucked in and buttoned.
- The cemetery gate attendant and mausoleum attendant are provided with a pair of slacks, a white shirt, jacket and tie.
- Caps with the Catholic Cemeteries & Mortuaries logo, hard hats, and straw hats are allowed.
- Uniforms should fit properly (No baggy, low riding pants), but allow complete freedom and movement.
- Avoid loose-fitting jackets, scarves, neckties, jewelry, flared or cuffed pants or anything that could become caught on branches, brush or moving parts.
- Shorts are not permitted.
- Loose fitting or dangling jewelry is not permitted since it may become tangled in moving parts.
- Jewelry should be conservative in appearance and usage.
- Excessive amounts of cologne and aftershave are to be avoided.
- No visible body piercing is permitted. No visible tattoos are permitted.
- Hairstyles and facial hair should be neat, conservative and project a professional image.
- No unusual hair colors, i.e. orange, blue, or green etc., are permitted; only natural tones.

WORKBOOTS (CEMETERY GROUNDS)

Each grounds worker is provided with one pair of work boots (steel-toed safety boots are Recommended). Supervisors are responsible for boot replacement and the purchase of boots. Boots must have non-slip soles. Shoes should never be of the athletic, canvas or jogging type (as used in sports) while working on cemetery grounds. Open toed shoes, sandals and bare feet are not permitted.

The work boots cost is covered by the cemetery. The maximum amount allowed is \$100.00 plus tax and should not exceed \$115.00.

For additional information regarding this policy, please refer to the Archdiocese of Los Angeles Administrative Handbook 2014 Edition by visiting <http://handbook.la-archdiocese.org/>