

THE TIME & A HALF

DOMINION PAYROLL SERVICES

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Tattoos, Piercings, and Man Buns, Oh My! - Finding the Dress Code That's Right for Your Organization

What kind of dress code should you have? The answer to that question may come down to the kind of company culture you have or want to have.

There's no universally-applicable dress code for successful businesses. And what works fabulously in one office might prove distracting in the next. Some employers avoid restrictive dress codes because they can negatively affect morale and may drive away impressive job candidates. Other employers prefer a strict dress code to maintain a certain company image.

Whatever your situation, we recommend that you have a written policy that explains your expectations. These expectations may be specific or general, depending on your needs. If you anticipate questions from employees about what they can wear (e.g., jeans, shorts, or sandals), it may be worth mentioning them in your policy.

Tattoos and Piercings

If you're concerned about visible tattoos or body piercings conflicting with your organization's image, you may prohibit them entirely or you may simply prohibit those that are offensive, distracting, inappropriate, or over a certain size. Your policy could also be something general like "Tattoos and piercings must be appropriate and in keeping with a professional image." What qualifies as appropriate should be determined by the top brass.

However, your policy and practice must allow for religious accommodations. Some religions do not permit the covering of tattoos or other religious items, and you should be prepared to make exceptions.

Facial Hair and Man Buns

It is legal to have an across-the-board policy that facial hair is not permitted or must be well-trimmed. However, some disabilities preclude people from being able to shave regularly, and there are also some religious traditions with closely held beliefs regarding facial hair. If an employee indicates an objection to your policy based on a verifiable disability or religious belief, you will almost certainly need to make an exception. While an accommodation can, in theory, be refused if it creates an undue burden, that standard is very high and hard to meet. For companies with dress codes, those undue burdens are usually related to legitimate safety, health, or security concerns.

The same holds true for hair length. While your dress code may specify that hair length on men may not pass a certain length, we strongly recommend you consider a policy that simply requires hair to be pulled back and neatly groomed. Our best practice recommendation is to make dress codes gender neutral to avoid employees feeling that they are being treated disparately.

Conclusion

Have a written dress code policy that fits with your company culture and image, but be sure to make exceptions or accommodations if they're appropriate.

Did you know: Background Screening

At DPS we offer more than just payroll and we now offer background checks for all of your new hires. This service provides you with secure and affordable access to a cloud-based national criminal and sex offender directory, as well as access to motor vehicle reports, credit reports, county criminal records and much more. Click [HERE](#) to learn more about DPS Background Checks through National Crime Search.

Important Dates:

March 31st - Employee W-2s are filed with the Social Security Administration

March 31st - ACA Compliance Reporting Deadline 1095c & 1094

April 15th - Tax Filing W2's, IRS 1040s due

April 30th - First Quarter Filings Due

Inside DPS: March Madness

March Madness: 2016 is off to a busy start and we continue to grow. Over the past month, we have hired a staggering 6 new employees across varying departments including customer service, benefits, and implementation. We are thrilled to welcome new team members Carla, Tyler, Ashley, Sean, Tajana, and Lydia to DPS! The best part, we are not done yet. We still have several openings as we continue to focus on improving our customers' experience.

Employee Spotlight: Ashley Blum



Handling benefits administration can be intimidating. Start dates, plan costs, and details, details, details can all make the process tough. Luckily, Ashley Blum is here to save the day! Ashley is a stalwart member of our benefits team and has deep knowledge of managing employers' benefit plans. If you have any questions on how to set up or make changes to your benefits in iSolved, she is sure to answer them quickly and correctly. Outside of DPS, Ashley is recently engaged to her fiancé Dan, and luckily she is nice enough to bring in her sweet puppy Teddy on Fridays to brighten up our office. Ashley, a committed runner, is constantly signing up for races and you can often catch her running around on the sidewalks of the Richmond's Fan District.



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