

ILLINOIS MASTER PLUMBER

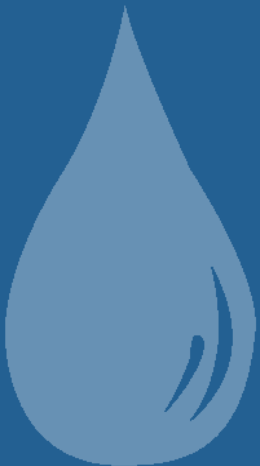
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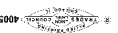


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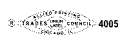
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ILLINOIS MASTER PLUMBER

ILLINOIS ASSOCIATION OF PLUMBING • HEATING • COOLING CONTRACTORS



Volume 110, No. 7



JULY 2024

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PRESIDENT'S THOUGHTS

by Terry McCarthy
Illinois PHCC President

The PHCC – It's Where You Belong

Would you rather 1): watch a cooking show on TV, or 2): enjoy a nice meal at a good restaurant? Everyone I know would choose option two. Watching something on a screen is simply not as satisfying as experiencing it in person. You may interact with “friends” on Facebook or LinkedIn, and perhaps you often surf the internet looking for ideas to improve your bottom line. But nothing compares to the comradery and knowledge you gain (or share) when you're in the company of peers in your industry. Who better understands the challenges, accomplishments, victories and setbacks more than a fellow contractor who earns a living in the same business you compete in every single day? That's exactly why I encourage contractors throughout Illinois to step up their involvement in the PHCC. Coming together in person to share information; to discuss problems (and more importantly their solutions); and to devote our individual resources to improve our trade as a whole are just a few of the reasons this association was created in the first place. Yes, we may be competitors. But we're also teammates in an incredible industry. When we belong to the PHCC, we're all on the same side.

This issue of the “Illinois Master Plumber” doubles as the Illinois PHCC's annual membership directory, which means that it contains the names of your numerous industry colleagues. These members are contractors (just like you) who simultaneously gain and contribute by being one of many who make up the state chapter's constituency. You may find yourself chatting with a group of peers at any of the various Illinois PHCC annual events or classes, or you may decide to contact a contractor you've met (or have known for years) directly to ask a question or to discuss an issue. Regardless of how you utilize your status as a PHCC



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member, being part of our chapter is the “common ground” that makes such interactions not only acceptable, but welcome and worthwhile for all involved.

Among the state chapter events are the annual meeting and installation; regular membership meetings; the yearly Expo & Educational Day each spring; and the numerous in person and online CE (Continuing Education) classes. On top of that, I always remind potential new members that getting an answer for anything industry-related that you may need to ask is just a phone call or email away when you contact Bev or Shelly on the IL PHCC staff. The national and state websites also offer a wealth of information, current news, and useful resources. As current members already know, our motto may as well be “help us help you.”

Finally, if you’ve attended CONNECT in the past, you already know that it’s a valuable annual convention that’s second to none. For those who will attend for the first time (October 7-10 in Birmingham AL), get set for educational sessions that will have you bringing back scores of practical and innovative ideas that you can apply to your business the minute you return. You’ll also look back on interesting and informative speakers, networking opportunities, social events, the trade show, and perhaps making new contacts that you’ll likely want to keep and grow for years to come. *See page 8 for details on CONNECT 2024, and pages 22 and 23 for a refresher on the long list of PHCC benefits that you can put to work for your company in any way that suits you best.*

This association on the state and national level consistently provides its members with advantages and services that are designed to help you be the best contractor you can be. Your local chapter is also your primary forum that allows you to stay in touch with your peers in your immediate area, and the value of having a strong relationship right in close proximity to your own business is also immeasurable. Except for discussing what you charge for your services (that’s prohibited by law), no topic is off limits. As I’ve said before, most PHCC members will tell you that they wished they’d joined *sooner*. Why? Because the PHCC truly is where you belong!

Terry



CALENDAR OF EVENTS	
JULY 15-18, 2024	SEPTEMBER 28, 2024
QSC of PHCC Power Meeting Denver, CO	IL PHCC Online CEU Class
SEPTEMBER 17, 2024	OCTOBER 7-10, 2024
PHCC National Annual Business Meeting Virtual	PHCC Connect 2024 Birmingham, AL
SEPTEMBER 11-13, 2024	OCTOBER 18, 2024
CCA Fall Meeting Atlanta, GA	IL PHCC Online CEU Class



2024/25 ILLINOIS PHCC CEU SCHEDULE

The Illinois PHCC schedule for online and in-person classes for the 2025 renewal year is listed below. These classes offer a minimum of 3 different speakers and topics in each class.

All Illinois PHCC classes will provide State hours for Certified Inspectors and Licensed Plumbers.

Below is our current schedule of continuing education classes for Illinois licensed plumbers. **Please visit our website at www.ilphcc.com for the latest information and to register for a class.** Registration links will be live at least 6 weeks prior to the class date.

2023-2024 Continuing Education Dates

Saturday, September 28, 2024
8:00am – 12:00 pm (Online)

Friday, October 18, 2024
12:00 pm – 4:00 pm (Online)

Friday, November 15, 2024
12:00 pm – 4:00 pm (Online)

Friday, January 17, 2025
12:00 pm – 4:00 pm (Online)

Saturday, February 22, 2025
8:00 am – 12:00 pm (Online)

Friday, March 21, 2025
9:00 am – 1:00 pm
Drury Lane Conference Center
Oakbrook Terrace, IL (In person)

Friday, April 25, 2025
12:00 pm – 4:00 pm (Online)



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PHCC CONNECT 2024 Conference: A Stage for Forming Authentic Connections



Plumbing and HVAC contractors are encouraged to register for event held on Oct. 7-10, 2024.

PHCC National Association, invites plumbing and HVAC contractors to make plans now to be part of PHCC CONNECT 2024. Industry professionals are encouraged to attend for unprecedented opportunities for information, education and forming authentic connections.

The reimagined PHCC CONNECT will be held in Birmingham, Alabama, Oct. 7-10, at the Birmingham Jefferson Convention Complex. The theme of this year's conference is "Authentic Connections" where building trust and growing relationships will be the primary focus. CONNECT provides an opportunity to gain expert education, build professional relationships and leverage the value of both.

New this year, CONNECT will conveniently start on Monday, Oct. 7, so that attendees can settle in and kick off a value-packed three days with peers at the opening reception at the Barber Vintage Motorsports Museum. The museum is recognized by Guinness World Records as the world's largest motorcycle collection, and is also a home to other rare and unusual cars.

"Our business is all about growing relationships," says Joe Cornetta, PHCC national president and co-owner of Cornetta Brothers, Inc., Elmont, New York.

“PHCC members know that the real change happens in their businesses by forming real relationships...getting together to share ideas, share best practices and build trust with manufacturers and other industry leaders.”

The conference will wrap up with an Awards Breakfast on Thursday, Oct. 10, allowing conference-goers to stay and play in Birmingham, or head back to the office to start putting all their new resources to work by week's end.

For more details, including the preliminary schedule, visit phccweb.org/CONNECT and stay tuned for unfolding information on education sessions, speakers, exhibitors, registration and hotel reservations, as well as the many attractions of Birmingham, the city known as “The Country’s Best Kept Secret.” Register today!



FREE ADS FOR PHCC MEMBERS

Did you know that as a member service, Illinois PHCC members can place up to two free classified ads per year in the Illinois Master Plumber magazine? The ads can be up to two column inches in size and can be used to advertise employment opportunities or industry items for sale.

Contact the Illinois PHCC office to take advantage of this opportunity to get rid of that excess inventory or unused tools and equipment. You can email Bev (bev@ilphcc.com) or Shelly (shelly@ilphcc.com) with your ad.





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THE ABC'S OF THE INDUSTRY

Today's world is full on acronyms. The following is a list of some of the ones we frequently use in our industry.

ABPA-American Backflow Prevention Association
AEC-Association Executives Council of PHCC
AG-Attorney General
AGC-Associated General Contractors of America
AIA-American Institute of Architects
ANSI-American National Standards Institute
ASA-American Subcontractors Association
ASA-American Supply Association
ASPE-American Society of Plumbing Engineers
ASSE-American Society of Sanitary Engineering
ASTM-American Society for Testing & Materials
AWWA-American Water Works Association
CCA-Construction Contractors Alliance of PHCC
CCCDI-Cross Connection Control Device Inspector
CDA-Copper Development Association
CDB-Capital Development Board
CISPI-Cast Iron Soil Pipe Institute
CSA-Canadian Standards Association
ERTC-Environmental Resources Training Center (Backflow Classes)
IAPMO-International Association of Plumbing & Mechanical Officials
ICC-International Code Council
IDPH-Illinois Department of Public Health
IEPA-Illinois Environmental Protection Agency
IMSCA-Illinois Mechanical & Specialty Contractors Association
IPEA- Illinois Plumbing Education Association
IPIA-Illinois Plumbing Inspectors Association
JCAR-Joint Committee on Administrative Rules
NFPA-National Fire Protection Association
NECA-National Electrical Contractors Association
NSPC-National Standard Plumbing Code
QSC-Quality Service Contractors of PHCC
UA-United Association of Plumbers & Pipefitters
UAC-Union Affiliated Contractors of PHCC



PLUMBING CODE BOOK ORDER FORM

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There will be a \$40.00 service charge for any checks returned due to insufficient funds.

Questions? Contact the Illinois PHCC at bev@ilphcc.com or shelly@ilphcc.com

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Beat the Heat: Protecting Your Employees from Hot Weather

As the temperatures rise outside during summer months, so do the risks that your employees may be harmed by the dangerous effects of heat. As a business owner, it's your responsibility to help monitor and minimize the risk of heat stress for your workers.

Consider the Heat Index and Temperature

The heat index combines air [temperature and humidity](#) to determine how hot it feels outside:

- **80-90°F:** Caution needed for prolonged moderate work outdoors.
- **91-103°F:** Use extreme caution, reduce outdoor work, take extra breaks, and monitor workers closely.
- **103-124°F:** Danger for prolonged exposure. Halt outdoor work (except emergencies) to prevent heat illness.
- **126°F or higher:** Extreme danger, avoid outdoor work. High humidity above 60% affects sweat evaporation, impacting the body's cooling ability¹.

Keeping Your Employees Safe

Business owners should consider monitoring daily heat index readings and adjusting work schedules and demands accordingly to prevent heat illness. [Risk management tactics](#) may help, including:

- **Additional Workers:** Bringing on extra workers for labor-intensive projects to allow for more frequent breaks.
- **Preventative Measures:** Offering regular rest breaks, shade, water, and adjusted schedules to minimize heat-related risks.
- **Acclimatization:** Allowing new and returning workers to gradually increase exposure time for working in the heat.
- **Appropriate Attire:** Providing lightweight, breathable clothing or Personal Protective Equipment (PPE) for comfort and safety.
- **Adjusting Workloads:** Considering rescheduling highly labor-intensive tasks to cooler parts of the day if possible.
- **Heat Illness Recognition:** Educating workers on symptoms of heat exhaustion and heat stroke: headache, dizziness, weakness, upset stomach, excessive sweating, elevated body temperature, and red/hot/dry skin.
- **Medical Attention:** Encouraging workers experiencing symptoms to stop work and seek medical help immediately¹.

Reach out to your local Federated® [marketing representative](#) to learn more about working in heat and other risk management topics.

1. <https://www.osha.gov/sites/default/files/publications/OSHA4185.pdf>. OSHA. Exposure to Outdoor and Heat-Related Hazards. Accessed 3/27/24.

This article is for general information and risk prevention only and should not be considered legal or other expert advice. The recommendations herein may help reduce, but are not guaranteed to eliminate, any or all risk of loss. The information herein may be subject to, and is not a substitute for, any laws or regulations that may apply. Some of the services referenced herein may be provided by third parties wholly independent of Federated. Federated provides access to these services with the understanding that neither Federated nor its employees provide legal or other expert advice. All products and services not available in all states. Qualified counsel should be sought with questions specific to your circumstances and applicable laws.

ILLINOIS PHCC AUXILIARY

2024 SERVICE PROJECT

Each year the Illinois Auxiliary has a service project to benefit others. For 2024 they chose the Guardian Angel Home as their benefactor.

The Guardian Angel Residential Program for Youth serves young boys who have experienced significant abuse, neglect or sexual abuse, and are exhibiting emotional, behavioral or mental health issues that require 24-hour services to be provided in a safe, supportive living environment. Currently, Guardian Angel Home is a 16-bed, all-male, residential treatment facility that is licensed for ages 6 to 12 years of age. The goal is to provide comprehensive intensive treatment services which will allow the youth to return to family, a relative family member, a community foster family home or independent living.

They have a limited amount of funding from the state of Illinois and are dependent upon the care and generosity of donors and supporters. On June 27th, a check from the Illinois PHCC Auxiliary for \$2,000 was presented to the Guardian Home staff to help with their ongoing needs.

The Illinois Auxiliary is able to fund donations such as this with the revenue generated from their Expo Program Book, t-shirt sales, silent auctions, and other fundraisers.



Illinois Auxiliary Vice President Becky Davis presents a check to Guardian House staff members as Auxiliary Treasurer Bev Potts looks on.



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Please print or type

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Illinois Plumbing Contractor's Registration Number _____

(For those involved in Plumbing Contracting)

☐ Union Shop ☐ Open Shop

Type of Business Activities

(CHECK ALL THAT APPLY)

☐ Plumbing

☐ HVAC

☐ Hydronics

☐ Process Piping

☐ Fire Sprinkler Systems

☐ Underground Utilities

☐ Backflow Inspection...EPA Backflow
Cert. # _____

☐ Refrigeration

☐ Commercial

☐ Industrial

☐ Residential

☐ Service/Repair..... ☐ 24 hr. service

Signed _____ Date _____

The State Investment is \$245.00. The National Membership Investment is \$543.00. State and National are presented as a package for \$788.00 and may not be split. The Investment period is January 1 through December 31 and may be prorated on a monthly basis. Please make checks payable to Illinois PHCC, 821 South Grand Avenue, West, Springfield, IL 62704.

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Arlington Heights, IL 60004

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www.sandjplumbing.com

jfuentes@sandjplumbing.com

RES SVC

Schmitt Plumbing & Heating Inc.

Debbie Schmitt

502 Illinois Route 2

Dixon, IL 61021

Ph: 815/284-2044

NC RM SVC RES COM IND

Sherman Mechanical, Inc.

David H. Kerrigan

1075 Alexander Court

Cary, IL 60013-1891

Ph: 847/462-1020

info@shermanmech.com

NC RM SVC RES COM

Southern Illinois Piping Contractors, Inc.

Randall Grob

P.O.Box 3130

1100 Reed Station Rd.

Carbondale, IL 62902

Ph: 618/529-1766

rgrob@siping.com

NC SVC COM IND HVAC

Stanton Mechanical, Inc.

James Stanton

2301 Estes

Elk Grove Village, IL 60007

Ph: 847/434-5100

www.stantonmechanical.com

service@stantonmechanical.com

NC RM SVC COM HVAC

TCI Companies, Inc.

Joe Barth

405 State Rt. 117

Goodfield, IL 61742

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www.tcicompaniesinc.com

joe@tcicompaniesinc.com

NC RM SVC RES COM

Terry Plumbing Co., A Matrix Holdings LLC Company

Kelly Castrogiovanni/Terry McCarthy

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kelly@terryplumbingco.com

terry@terryplumbingco.com

NC RM SVC RES COM IND

The PIPCO Companies, LTD.

Dan Shadid

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Peoria, IL 61615

Ph: 309/692-4060

www.pipco-co.com

scottc@pipco-co.com

NC RM SVC COM IND

Troublefree Plumbing Inc.

David Osborn

802 Willow

Pekin, IL 61554

Ph: 309/347-5309

www.troublefreeinc.com

dave@troublefreeinc.com

U.S. Water Heating Solutions

Jim Eggert

810 S. Arthur Ave.

Arlington Heights, IL 60005

Ph: 224/275-4000

www.uswhpro.com

jim@uswhpro.com

NC RM SVC RES COM IND

United Mechanical Group

Chad Graham

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Champaign, IL 61826

Ph: 217/954-0211

www.umg-il.com

cgraham@umg-il.com

NC SVC COM IND HVAC

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NC=New Construction; RM=Remodeling; SVC=Service; RES=Residential; COM=Commercial; IND=Industrial; SU=Site Utilities; HVAC

United Meters, Inc.

Doug Punke

798 Gore Rd.

Morris, IL 60450

Ph: 815/941-1061

unitedmeters@yahoo.com

Werner Nugent Plumbing Inc.

Anthony Brown

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Ph: 708/385-5250

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anthonyb@wnplumbing.com

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Ron Masters

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Bloomington, IL 61704

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masters@wmmastersinc.com

NC RM SVC RES COM IND

HVAC

X-Treme Mechanical, Inc.

John Matthews

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Champaign, IL 61822

Ph: 217/863-2090

www.xtrememech.com

jmatthews@xtrememech.com

NC RM SVC RES COM HVAC



MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING

Public Act 101-0221 (commonly referred to as the Workplace Transparency Act), requires Illinois employers to provide sexual harassment prevention training to their employees on an annual basis, regardless of the size of the company.

Under this law, Illinois employers have until December 31st each year to train employees on sexual harassment prevention. The Act provides minimum standards that must be included in the training. To assist your business in complying with this new law, the Illinois Department of Human Rights has posted the following information on its website:

- A FAQ for Sexual Harassment Prevention Training
- Minimum Sexual Harassment Prevention Training Standards for All Employers

Employers must either develop their own sexual harassment prevention training program that equals or exceeds the minimum standards for sexual harassment prevention training outlined in Section 2-109(B) of the Illinois Human Rights Act, or they may use the model training provided by the IDHR. The model training program can be downloaded by visiting <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>

For more information, please visit IDHR's website at www.illinois.gov/dhr/training.



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MZI Group, Inc.

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DIXON

Schmitt Plumbing & Heating Inc.

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Inspector Plumber 1, Inc.
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Hartwig Mechanical, Inc.

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Plumbing

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Cooling, Inc.

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American Weathermakers

O'FALLON

Maxson Services

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YORKVILLE

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Illinois Association of Plumbing-Heating-Cooling Contractors

Associate Membership Application

Please print or type

Contact Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please Check As Many As Apply

- ☐ Manufacturer
- ☐ Manufacturer's Rep
- ☐ Wholesalers
- ☐ Supply House
- ☐ Business Needs (i.e., insurance, business supplies, etc.)
- ☐ Other (please indicate)

My check for \$250.00 is enclosed

As an Illinois PHCC Associate Member, we agree that our firm and its staff will abide by the PHCC Bylaws, Code of Conduct, and will conduct business in a legal and ethical manner.

Signed _____ Date _____

Please send completed form to:
Illinois PHCC • 821 South Grand Avenue, West • Springfield, IL 62704.
Fax: (217) 522-4315

QUESTIONS?....1-800-795-7422

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Ph: 630/694-1300
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beritherdman@addedsales.com

Allan J. Coleman

Shane Wyant
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Chicago, IL 60660
Ph: 773/728-2400
www.allanjcoleman.com
info@allanjcoleman.com

Auburn Supply Company, Inc.

Tony Costella
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www.auburnsupply.com
tcostella@auburnsupply.com

Bornquist, Inc.

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KZ@evergreensls.com

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Peter Fassett
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Federated Insurance Co.

Hunter Kennedy
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Ph: 334/434-0644
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Friedman & Dorrans Sales

Jim Dorrans
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jim@fanddsales.com

Hart, Travers, & Associates Inc.

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Chris Travers/Michael Hart
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info@htareps.com

Herkowski Stickler & Associates (HSA)

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rnicholson@illco.com

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Illinois Plumbing Inspectors Association/Charter Chapter

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Ph: 773/447-6736
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rkogut.ipiassoc@gmail.com

Industrial Solutions Group, A Division of Meiji Corp.

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dave.viola@iapmo.org

KAMCO Representatives

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tbabcock@kastmarketing.com

Lvall, Thresher & Associates, Inc.

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**Performance Sales & Marketing
Group**

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www.ranken.edu
demunie@ranken.edu

REPCO Associates, Inc.

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brian@repcoassociates.com

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cwalt@tjhiggins.com

Test Gauge Inc.

Richard Marvel
1051 E. Main Street, Unit 107
East Dundee, IL 60118
Ph: 866/836-8692
www.shopbackflow.com/il/
salesgroup@testgauge.net

Toto

Gordon Tai
9340 Kilrea Dr.
Orland Park, IL 60462
Ph: 708/205-5073
gtai@toto.com

Tranco Pump

John Obermaier
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Romeoville, IL 60446
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johnno@trancopump.com

Wm. F. Meyer Co.

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Ph: 630/851-4441
www.wmfmeyer.com
tomk@wmfmeyerco.com

ILLINOIS DEPARTMENT OF PUBLIC HEALTH

ILLINOIS DEPT. OF PUBLIC HEALTH

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Springfield, IL 62761

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ASSISTANT DIRECTOR:

Sameer Vohra, MD, JD, MA

OFFICE OF HEALTH PROTECTION

Deputy Director:

Gerrin Cheek-Butler, MPA, LEHP

Assistant Deputy Director: Vacant

Acting Division Chief, Division of

Environmental Health: Vacant

PLUMBING & WATER QUALITY PROGRAM

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Ph: 217/524-0791

Fax: 217/524-5868

Email: DPH.Plumbing@illinois.gov

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Vacant, Water Quality Specialist

Vacant, Environmental Health Specialist

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Ray Hall, Plumbing Inspector

Richard Hughes, Plumbing

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Kyle Scerena, Regional Supervisor

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Wendell Stevens, Plumbing Inspector

Richard Hughes, Plumbing

Consultant

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Fax: 217/278-5959

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Jeremiah Deakin, Plumbing Inspector

Dennis "Mike" Doolan, Plumbing

Consultant

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Vacant, Plumbing Inspector

Anthony Fatigato, Plumbing Inspector

Bob Luebke, Plumbing Inspector

Vacant, Plumbing Consultant

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Test Gauge Inc. & ERTC Present

35th Illinois Backflow Symposium

Thursday October 24th, 2024

Doubletree Hotel and Conference Center in Bloomington, IL

6.0 State Continuing Education Hours Awarded

Tickets: \$130

Register at www.siue.edu/ertc

Ph: 618-650-2030 - Walk Ins Welcome

Pre-registration required to guarantee meal



Schedule of Events:

7:30am	Registration and Continental Breakfast Courtesy of Test Gauge Inc.
7:30am	Vendor Area Opens – Brickyard #4
8:30am	IEPA; Chris Johnston – Impacts of PFAS in Drinking Water
9:00am	IRWA; Dave McMillan – EPA Revisions to LCR
9:30am	Bob Schafer – Special Considerations for Backflow Installations
10:00am	Break – Vendor Area Open
10:15am	Illinois PHCC; Bev Potts – Illinois Plumbing Contractor Update
10:30am	IDPH & ILAG - ADA Compliant Restrooms and Drinking Fountains
12:00pm	Catered Southern BBQ Lunch – Vendor Area Open
1:15pm	Kyle Rehkemper; Mack McClain – Backflow & Fire Systems
2:00pm	Rick Marvel; Test Gauge – Managing Pressure Fluctuations
3:00pm	ERTC Training Update & Adjournment

- Join us Wednesday evening from 6pm-9pm for complimentary cocktails and appetizers in the vendor reception area located in Brickyard 4.
- Test Gauge Calibration Drop Off Available
- Limited block of discounted hotel rooms. Ref. “Backflow Symposium” when booking.





Illinois Association of Plumbing-Heating-Cooling Contractors

Inspector Application for Membership

Please print or type

Name _____

Company Name _____

Address _____

City _____ County _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Illinois Plumber's License Number _____
(If applicable)

Please answer the following questions:

Are you also a contractor? _____ (if yes, you do not qualify for this membership category)

Would you be willing to serve on a committee? _____

Are you a member of the IPIA? _____ If yes, which chapter: _____

Are you a member of the IPEA? _____ If yes, which chapter: _____

Enclosed is my check for \$40.00

Signed _____ Date _____

The Investment period is January 1 through December 31. Please send completed form and check payable to Illinois PHCC, 821 South Grand Avenue, West, Springfield, IL 62704.

QUESTIONS....1.800.795.7422

ILLINOIS PLUMBING INSPECTORS ASSOCIATION

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J_hauserman@ipiassoc.org

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Dean Marquez, Vice President

Bruce Person, Secretary/Treasurer

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Roger Bistry, 2nd Vice President

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Chris Clark, Secretary

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Question

We would like to create a summer dress code, so our employees do not have to wear suits during the hot summer months. Are we allowed to set a dress code and say what is and is not permitted (e.g., no t-shirts with profanity, nudity, etc.)? Also, we want to allow female employees to wear sandals, but require male employees to wear shoes or sneakers. Is this permissible?

ANSWER

Employers generally have the right to establish and enforce a dress code policy as a condition of employment. Because federal and state laws generally do not directly govern these policies, employers have a lot of flexibility in creating an appropriate dress code for their environments. Typical dress code policies may include, for example, an organizational philosophy, appropriate attire, prohibited attire and how the policy will be enforced.

Of course, an employer's policy should not violate discrimination laws. For example, a gender-neutral dress code policy may help avoid discrimination claims on

the basis of sex. In this regard, a policy should not require all male employees to wear closed-toed shoes in the summer while allowing female employees to wear open-toed sandals. Whether sandals are permitted or not should be applied to everyone or, at least, everyone who is similarly situated. This means that an employer can have dress code distinctions based on, for instance, departments or divisions, but the distinctions would need to apply to everyone within such departments or divisions.

Employers should also keep in mind that they may need to make accommodations due to, for example, an employee's religious beliefs or disability. It may be beneficial for employers to work with local counsel when drafting a dress code policy to ensure it satisfies the employer's objectives and complies with applicable federal, state, and local laws.

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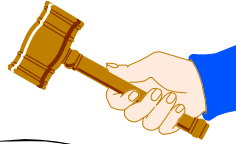
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