

Dress Code Policy:

All employees shall be dressed in clothing suitable for a professional business setting and the duties within the position held.

The clothing standards in this policy do not extend to employees whose job duties require uniforms, OSHA safety clothing, clothing deemed necessary for the safety standards of the position, as well as those assigned to law enforcement investigations.

Clothing shall be neat, clean, and in good repair.

All business casual attire must be in good repair and condition. Leggings are permitted, but must be worn with a top that reaches below the top of the inseam of the leggings. "Theme" clothing for special days, for example; holiday celebrations, sports days, are acceptable as approved by the Department Head. Dress shorts are permitted as long as such duties are not being performed in unsafe working conditions including but not limited to mowing grass, weed whacking etc.

The following are never permitted:

- *See-through clothing*
- *Tops that expose the midriff*
- *Sweatpants/Track Suits*
- *Sweatshirts/Hoodies (exception – Buildings and Grounds Maintenance, Cleaners, and Laborers; Mobile Work Crew Supervisor; Highway Union staff; and Employees while performing duties at a home visit.)*
- *Ripped Clothing – either by manufacturer intent or through extreme wear*
- *Crew neck/athletic T-shirts (exception – Buildings and Grounds Maintenance, Cleaners, and Laborers; Mobile Work Crew Supervisor; and Highway Union staff)*
- *Hats (exception – Sheriff's Department uniforms; Buildings and Grounds Maintenance, Cleaners, and Laborers; Mobile Work Crew Supervisor; Highway Union staff; and Employees while performing duties at a home visit.)*
- *Spaghetti strap or undershirt style Tank Tops/Halter tops (no undergarments showing)*
- *Rubber flip flops*
- *Inappropriate slogan or any message based clothing*

All clothing called into question will be at the discretion of the Department Head or his/her authorized designee. The Department Head or his/her authorized designee is responsible for enforcing the dress code in their departments. This includes, but is not limited to, counseling employees whose appearance is inappropriate.

Employees are expected to demonstrate good judgment and professional taste. Employees should use courtesy towards coworkers and their professional image to the public as the factors to assess whether they are dressing in business attire that is appropriate.