

Appropriate Workplace Attire Policy

All employees are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and Departments Business Casual dress policy.

The Business Casual Policy applies to all employees, with the exception employees who are required to wear uniforms.

Acceptable Business Casual attire / clothing:

- a. Slacks, khaki / Docker style pants, and color jeans other than blue jeans.
- b. Button down shirts, polo shirts, tops, and blouses. All shirts should cover cleavage and midriff.
- c. Dresses and skirts will be no more than three (3) inches above the knee.
- d. Sweaters and cardigans.
- e. Sport coats, blazers, and Jackets.

Employees that conduct field inspections, or employees whose regular job duties include physical labor may wear blue jeans and other casual clothing appropriate for their job duties.

Unacceptable attire / clothing includes:

- a. Faded, tattered, or worn out jeans.
- b. Tight, low cut, revealing, provocative, or suggestive clothing.
- c. Midriff length tops, tube tops, muscle shirts, and halter tops.
- d. See through / transparent clothing.
- e. Extremely short skirts or dresses.
- f. Any outfit that exposes underwear.
- g. Clothing that display images, symbols or messages that are commercial, political or offensive.
- h. Shorts, cutoffs, or beach wear.
- i. Sweat pants or athletic wear.
- j. Pajamas.

Blue Jeans

Blue jeans will be allowed on Fridays or days when the courthouse is closed to the public.

Public/Court Appearances

During court and other public appearances, employees may be required to wear typical business attire including blazers, ties and slacks. Employees may also need to cover tattoos, as well as remove piercings.

Footwear

Shoes must be worn at all times and suitable to job duties, ensuring safety in all work situations. Beachwear, flip flops are not allowed.

Hair

Hair must be neat and well groomed.

Tattoos

Tattoos that are sexually suggestive, gang or drug related, advocate violence, or are racially or culturally offensive must be covered.

Questions

Individual situations relating to appropriate workplace attire will be addressed on a case-by-case basis. Any questions should be directed to immediate supervisor or manager.