



POLICY TITLE: Employee Dress Code

POLICY NO.: PR-27

I. GENERAL STATEMENT REGARDING DRESS FOR WORK

Employees contribute to the reputation and perception of Washington County government by the ways in which they present themselves. Professional appearance is essential to a favorable impression with citizens and customers. A clean and neat appearance communicates professionalism and competence. An employee's attire should be appropriate for his or her job. Different dress standards may apply to each department throughout the County. Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. The employee will not be compensated for the time away from work. The following clothing is not acceptable: shorts; sexually provocative clothing; clothing with profanity, nude or semi-nude pictures, or sexually suggestive slogans, cartoons, or drawings; clothing that reveals the midriff area; tank tops; halter tops; clothing with spaghetti straps; and clothing, or the wearing of clothing in such a way, that reveals the observable lack of undergarments or exposed undergarments.

II. CASUAL DAYS ATTIRE

Business casual days are permitted on Fridays. Periodically there will be additional days on which business casual attire will be permitted for those employees who make the appropriate required charitable contribution. Casual days are a benefit and must not be abused in order to be retained. On Fridays employees may wear business casual attire which is clothing that allows for a more relaxed fit and appearance, yet still presents a professional image. In general, business casual attire for men includes shirts with collars and casual trousers. For women, business casual attire includes blouses or knit tops and skirts or slacks. Jeans without holes, frays, etc., may be worn on casual days only. The restriction regarding jeans does not apply to employees who spend the majority of their working time in the field. Specifically excluded from business casual attire are short shorts, short skirts, warm-up suits, flip-flops, and other very casual footwear.

