

Jefferson County

Employee Administrative Rules & Regulations



## **Dress Code Rule**

**Rule Number:** 5.1.17

**Date Established:** 11/13/2024

**Date of Current Revision:** 1/15/2025

### **1.0 PURPOSE**

Jefferson County is committed to maintaining a professional work environment that is comfortable and inclusive for all employees. The Dress Code Rule ensures that all employees present themselves in a manner suitable for their specific work settings. Additionally, maintaining good hygiene and appropriate dress enhances the image and reputation of the Jefferson County Commission among the citizens we serve.

### **2.0 DEFINITIONS**

For the purposes of this Rule, appropriate business casual attire is defined as follows:

- **Men:** Includes khakis, chinos, or dress pants with a collared polo shirt or button-down shirt. Dress shoes and an optional sweater or blazer.
- **Women:** Includes dress pants, dresses, and skirts at knee-length or longer with a blouse or professional knit top. Flats, loafers, boots, low heels, and optional cardigans or blazers.

### **3.0 RULE**

#### **1. General Requirements:**

- All employees are expected to dress in a manner that is professionally appropriate to their duties and the situation in which they are working.
- Clothing must be clean, free of offensive graphics and slogans, and not overly casual, such as sportswear (including leggings and tights) or beachwear.
- All attire must provide appropriate coverage. Employees are expected to wear clothing that covers the body, ensuring that all attire is suitable for a professional environment.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and citizens remain positive and pleasant.

#### **2. Specific Departmental Attire:**

- **Uniformed Departments:** Employees required to wear uniforms must wear the prescribed attire consistently and keep it in good condition.

- **Manual Work Environments:** Employees in departments that perform manual labor must wear clothing appropriate for the safe and effective performance of their duties. This includes durable fabrics and safety gear as required by their specific operational needs.

### **3. Autonomy of Departmental Leadership:**

- While this rule serves as the standard, departmental leadership retains the autonomy to adjust dress code requirements to meet specific operational or safety requirements of their respective environments.

### **4. Unacceptable Attire:**

- Jeans, shorts, tank tops, flip-flops, Crocs, and other overly casual, sheer, or revealing garments are generally not permitted unless deemed appropriate by departmental guidelines for specific roles or events.

## **4.0 PROCEDURES**

### **Departmental Compliance:**

- Supervisors are responsible for ensuring that all team members are aware of and comply with the Dress Code Rule.

### **Progressive Discipline Process for Dress Code Violations:**

- Non-compliance with the dress code will be handled initially with a verbal reminder, followed by written warnings and potential disciplinary actions for repeated offenses.

## **6.0 ENFORCEMENT**

Department leaders are tasked with monitoring adherence to this rule and reporting any persistent issues to higher management for further action. Managers will provide support and clarification on the rule to ensure uniform understanding and enforcement across all departments.