



PERSONNEL CODES

EMPLOYEE STANDARDS **DRESS CODE** §1305

Overview: All employees are required to maintain a neat and professional appearance in the performance of their duties. This rule defines the standards of dress for County employment. Because of the varied work being done by individuals, Department Heads may establish specific standards for all or part of their staff, if desired.

Applicable to: All employees

Guidelines: The intention of the guidelines for professional appearance is to:

- Foster respect and earn the confidence of our customers, the public, vendors and fellow employees
- Promote a positive work environment and limit distractions
- Ensure safety and security while working
- Ensure that appearance is appropriate for the specific environment and work to be done

Standard of Dress

Employees must dress in a manner that will not hinder their ability to effectively complete their work assignments, including consideration of the communities served, customer expectations, business needs or standards of the department and the employee's safety.

The standard of dress for County employees is "Business Casual". Examples of Business Casual may include khaki or cotton slacks/trousers, capris, dresses, skirts, button-down shirts, tops or blouses, collared polo/knit shirts, sweaters, and cardigans. Denim pants may be worn at the discretion of the department head.

A Department Head may make variations to "Business Casual", depending on the work to be done. Some examples of other dress standards are:

- Ag & Industrial may include cargo pants or jeans, button down or polo shirts, tennis shoes or work boots. This standard may be applicable to someone who works "out in the field" as part of their job duties.
- Business Dress typically means a shirt, tie, jacket, dress shoes, skirt, dress, or pants suit. This standard may be applicable to someone who attends court as part of their job duties.
- Casual Friday is a less formal version than the usual Monday through Thursday attire. Friday attire could be a nice blouse or shirt with jeans. Items restricted Monday through Thursday are also restricted on casual Friday. This typically excludes shorts, worn jeans, and t-shirts.

Additionally, the following general guidelines shall pertain Countywide:

- Clothes shall be neat, clean, tidy, and fit appropriately.
- Pants and tops that show undergarments are not permitted.
- Low front tops, halter tops, bare midriffs are not permitted.
- Athletic wear, e.g. gym or sweat pants, jogging outfits, athletic shorts, or sleepwear are not permitted.
- A Department Head may request that an employee cover a tattoo that may be

considered inappropriate during the workday (profanity, drug/alcohol-related, etc.).

- No hats shall be worn (exceptions may pertain for outside work or for bona fide religious, medical, or safety reasons) unless specifically authorized by the supervisor.
- Clothes/hats shall not contain any: 1) pornography; 2) offensive language; or 3) advertising or promotion of alcohol or drugs.
- Clothes and/or shoes shall not be ripped, torn, or frayed.
- Footwear must be in good condition and appropriate for the work being done. Shoes will be representative of business casual attire. Due to safety reasons, sandals will only be permitted as determined by the Department Head to be safe for the position. Some athletic-style shoes may be appropriate (all black) if they don't have the appearance of work-out shoes (neon colors, etc). Employees shall not be permitted to wear "flip-flop" beach or shower-style sandals, or work barefoot.
- Employees are expected to practice personal hygiene which does not interfere with the public and/or co-workers in their work environment.

Depending on the nature of the work environment, nature of work performed, involvement with the public or other circumstances, there may be some differences in dress guidelines.

Clothes that may become damaged, stained, or torn in the course of work duties are not considered a violation of the dress code. Should damage occur, the employee will work with their supervisor to take the most practical course of action to remedy the situation.

Employees shall abide by specific dress requirements intended to ensure job-related safety such as when operating equipment or machinery, working with potentially dangerous chemicals, or for public health consideration.

Exceptions to this policy may be made by the Department Head in circumstances such as County or Department-sponsored events, special occasions, seasonal weather changes, and business-casual days. Exceptions may also be made based on requests for reasonable accommodation (e.g. religious, cultural, disability, etc.).

Procedure: Responsibilities for implementation, application, and enforcement of this Code are listed below.

Employee: Employees who report to work and are not in compliance with this policy may be sent home to change into acceptable attire, unless some other remedy can be arranged, such as an employee putting on a jacket or sweater. Employees may be required to take unpaid leave or vacation time when leaving work to change. Violations of the dress code may be subject to discipline.

Supervisor: For violations of this dress code or such other dress code as the individual departments might establish, the supervisor may do any and all of the following:

- Verbally counsel the employee regarding appropriate dress or personal grooming
- Direct the employee to not wear the inappropriate clothing to work again.
- Send the employee home to change into the appropriate attire, unless some other remedy can be arranged, such as an employee putting on a jacket or sweater.

- Advise the employee that dress code violations could lead to disciplinary action.

Any action taken by the supervisor to resolve dress code violations should be documented.

Required Forms: None

References: Tehama County Personnel Rule §1101: General Provisions; Tehama County Personnel Rule §1301: Code of Conduct; Dress standards specific to Departments

Effective Date: TBD

The provisions of this Personnel Rule shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Personnel Rules shall not preclude specific County departments from developing operational policies and procedures.