

SECTION 5.9

DRESS AND PERSONAL APPEARANCE

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of the area in which the employee works. Because of the various type positions at the County, Department Heads/Elected Officials may set dress code standards appropriate for their area(s) of responsibility.

If uniforms are the dress attire required in a department, then all employees must comply with uniform guidelines.

Dress, appearance, and hygiene should not be offensive or distracting to the public or other employees.

Appropriate appearance includes:

- Apparel- generally, employees should wear appropriate, clean, pressed business attire:
- Hair – should be clean, combed, and neatly trimmed or arranged;
- Personal Hygiene – good personal hygiene habits must be maintained.

If in the opinion of the supervisor, an employee is not dressed appropriately, the following steps should be taken:

1. As deemed appropriate, employees may be sent home to change immediately as well as given a written warning. Pay for the day that the employee is sent home begins when the employee returns to work.
2. Further violations could result in dismissal.