

## **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.

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.

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

#### **UNIFORM GUIDELINES**

The purpose of this policy shall be to maximize safe working conditions, reflect good appearance and to provide ease of recognition, and/or identification of designated employees by the public.

Elected Officials and Department Heads may set guidelines for the issuance and wear of uniforms as needed in their respective offices or department. Employees must follow the specific uniform guidelines of their office/department.

Elected Officials and Department Heads may approve the use of certain clothing items that bear the County seal and name of the office or department, which employees may purchase and wear at their option. Because the clothing bears the County seal, it should be well-maintained, and employees should be mindful of the way they represent the County while wearing such clothing in public.

Uniforms may be purchased by Elected Officials/Department Heads if applicable Budgeted County funds are available by following budget and purchasing guidelines. Uniforms are the property of the County, not the individual employee, and shall be returned to the County upon separation of employment. The following positions and/or job duties have been approved due to nature of the work perform and/or necessity for identification:

Law Enforcement as stipulated in the corresponding union contracts/ Firefighters & Nurses

Crime Lab staff responding to crime scenes

Road Crew/Mechanics/Maintenance positions

Mosquito Control pesticide & herbicide positions

Judicial – robes & rain gear for JPs responding to inquests

Any position that an Elected official/Department head determines to be similarly situated to the above will provide information to the County Auditor and Human Resources stating as such for record keeping purposes.

This policy is necessary to help determine whether all or any part of the uniform expenditures will be considered a taxable fringe benefit to the employee.

Uniforms are excluded from the wages of an employee if they are:

- Specifically required as a condition of employment, and
- Are not worn or adaptable to general usage as ordinary clothing.

Any uniforms determined to not meet the guidelines as exempt, such as blue jeans, as required by the Internal Revenue Services, will be required to be considered taxable wages and the value will be included and corresponding FICA, Medicare, & Federal taxes will be withheld from the employee's paycheck. See for guidance: <https://www.irs.gov/pub/irs-pdf/p5138.pdf>