

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Personal Appearance Policy	6/28/2004	1/1/97	1	3

### 1.0 Purpose

To present a professional appearance to the public by seeing that each County employee's dress, grooming, and personal hygiene are appropriate for the performance of the assigned work situation both on and off County property. .

### 2.0 Scope

All, supervisors, and employees (including temporary and seasonal employees) of the departments under the jurisdiction of the Delaware County Commissioners who are not covered under the uniform policy or by collective bargaining agreement.

### 3.0 Distribution

All Appointing Authorities, supervisors, and employees (including temporary and seasonal employees) of the Delaware County Commissioners who are not covered under the uniform policy or by collective bargaining unit.

### 4.0 Definitions

### 5.0 Policy

It is the policy of Delaware County that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. All employees are expected at all times to present a professional, business-like image to the public and co-workers. Business casual attire is appropriate in most situations. Hair should be clean, combed, and neatly trimmed or styled . Sideburns, mustaches, and beards should be neatly trimmed. Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature and/or the safety requirements of their job.

Although individuality and personal expression is recognized, Delaware County's goal is efficient and courteous service to the public. Part of that service is to meet the expectations of the public and to appear professional. Excessive body piercings, tattoos, or extreme hair colors appear contrary to these objectives. For that reason, body piercings

(other than minimal numbers of earrings), tattoos on the face, head, shoulders or neck or excessively covering the arms or hands; and extreme or unusual hair colorings will not be permitted to be revealed in the workplace. Employees will need to remove excessive jewelry, cover tattoos, and color their hair with a more natural coloring at work.

At the discretion of the appointing authority, supervisors may allow employees to dress in a more casual fashion than normally required. Employees in certain offices and departments may be permitted to wear denim jeans on a pre-approved workday, typically Friday's. On such occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped excessively faded, tight or disorderly clothing, athletic wear (to include, but not limited to sweat pants, running shorts, spandex etc.), logo or advertisement items, or similarly inappropriate clothing.

### **Guidelines for APPROPRIATE Business Casual Attire**

#### **Include:**

Slacks (e.g. khakis, chinos, twills),  
Open/Banded Collared Shirts,  
Knit Shirts,  
Sweaters,  
Dress Sandals (not "flip-flop" or beach sandals),  
Denim Skirts/Dresses,  
Denim / Chambray Shirts,  
Capri or Mid Calf Pants (no denim with the exception of a pre-approved day to wear denim),  
Skirts, skorts, split legged and other dresses no shorter than 4 inches above the knee, and  
Small designer, school or sport related logos.

### **Guidelines for INAPPROPRIATE ATTIRE that will not be permitted:**

Shorts of any kind (with the exception of employee uniforms),  
Tube tops, Halter Tops or Tops showing the midriff,  
Spandex,  
Bibs/Overalls,  
Colored Jeans (with the exception of a pre-approved day to wear denim),  
Tank tops that aren't covered with a shirt, jacket or sweater,  
Flip Flops,  
See Through, Low Cut, Tight Revealing Clothing,  
Sweats or Exercise clothing,  
Muscle Shirts,

Athletic or Tennis Shoes,  
Offensive/Obscene Graphics or wording and/or promotion of drugs,  
alcohol or tobacco on apparel,  
Tee shirts with graphics, and  
Athletic wear of any kind.

The examples above are to be used as a guide and may not be inclusive of specific styles and trends. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy will result in disciplinary action for insubordination.

An appointing authority may wish to delegate authority to his/her supervisors to allow more casual dress.

An employee who wears the uniform of Delaware County is a representative of Delaware County government. Because Delaware County wishes to maintain a positive appearance to the public, employees provided with and required to wear uniform items shall wear the prescribed uniform while on duty and only during assigned work hours. No employee shall use his/her uniform for personal use or gain or in any manner that will bring negative appearance to Delaware County. Please refer to the Uniform Policy.