

Jackson County Department of Health & Human Services
Dress Code
11-7-2005

Upon the receipt recently of the County Ordinance below, several staff asked management for clarification. Although it is felt the agency has generally been in compliance with the ordinance, management feels that we need to provide for consistent expectations across all departments for all employees.

COUNTY ORDINANCE: PERSONAL APPEARANCE - DRESS CODE

An employee's appearance reflects the county's image to the public. All employees are expected to be clean and to be concerned with good personal hygiene. Moderation and good taste in dress and grooming are expected of all employees. Unkempt appearance can offset many other fine qualities and can negatively reflect the county's image. Therefore the county asks that all employees refrain from wearing clothing that is tight and/or revealing, excessive perfume, and excessive jewelry or body piercing objects that may obstruct the performance of your work or be offensive to those you serve.

The following standards will enable agency staff to assure compliance with the above County ordinance.

Categories of Acceptable Dress

Professional: Standard requirement when representing the agency at Court, County Board, formal presentations to collateral agencies, or other management designated days or special events.

Casual Business: Minimum standard of dress for all employees during normal work hours.

Casual: Attire may be worn on Fridays or as determined under **Special Circumstances**.

Definitions of Categories:

Professional

Professional attire includes business type clothing such as:

- Business suits
- Blazers and dress pants, with dress shirt and ties.
- Business dresses, skirts or dress pants with blouses,
- Dress shoes

General rule of thumb would be: Consider Professional attire as clothing you would wear to a professional interview.

Casual Business

Casual Business attire includes Professional attire in addition to more casual clothing as follows:

- Dresses or skirt and blouse
- Neatly pressed dress pants, slacks, or Capri's
- Long or short-sleeved collared or banded dress shirt or blouse
- Collared or banded Polo or knit shirts
- Skorts with jacket, vest or blazer.
- Casual dress shoes
- Agency sponsored attire

The following articles are not appropriate for Casual Business:

- Denim blue jeans, shorts, or Capri's
- Leggings/stretch/stirrup/sweat pants, spandex, or other tight fitting pants
- Athletic shoes, hiking boots, flip flops
- Flannel shirts or T-shirts
- Hats

Casual

Casual attire includes Professional and Casual Business in addition to:

- T-shirts, sweat shirts, and denim pants if they are clean and in good repair
- Conservative walking shorts
- Athletic shoes, hiking boots and sandals (no flip flops)

General Requirements

All clothing:

- Must be clean and in good repair
- Not be faded, frayed, or torn
- Must cover shoulders, midriff and back, and be non-provocative

Clothing prohibited:

- Jogging suits and sweatpants.
- Tank tops or halter tops
- Tight fitting, sheer, or revealing clothing should not be worn

Other items

- Jewelry items should not be distracting, draw unnecessary attention to oneself, or interfere with one's ability to work effectively

General rule of thumb is – if you are in doubt, assume it is inappropriate.

Special Circumstances

Situations may arise where employees may prefer to dress in casual attire on days other than Friday. Prior approval by supervisor is required. Examples may include:

- Home visit where physical conditions warrant wearing casual attire (ie. Infestations, extreme un-cleanliness)
- Non-regular or sporadic work duty required (ie. Record retention activities)