



MEMORANDUM

TO: Department Directors

FROM: Willie A. Best, County Manager

DATE: August 16, 2005

SUBJECT: Workplace Attire Guidelines

The purpose of this communication is to clarify the expectation of County Management that employees dress appropriately. The following articles of clothing are not permitted to be worn on any day, including Casual Friday:

- ripped or disheveled clothing
- shorts (skorts are permitted, provided they are of an appropriate length)
- logo T-shirts
- baseball caps
- beachwear
- thongs (flip-flops – the plastic or rubber kind sold at drug, grocery and discount stores)
- halter tops
- mini-skirts (more than 3 inches above the knee)
- sweatpants
- sweatshirts
- athletic/workout attire
- see-through, revealing or inappropriately tight-fitting clothing

Supervisors are responsible for monitoring these guidelines. If questionable attire is worn, the supervisor will hold a personal, private discussion with the employee

to advise and counsel the employee regarding the inappropriateness of the attire. Any employee who does not meet the standards of this policy will be required to leave the premises to change into more appropriate clothing. Any work time missed because of failure to comply with this policy will not be compensated (unless the employee records it as vacation or comp leave), and repeated violations of this policy will be cause for disciplinary action. Any disputes regarding interpretation of this policy should be resolved at the departmental level.

Please inform your employees of this policy.

/wab