



# Personal Appearance Policy

**KAREN E. RUSHING**

Clerk of the Circuit Court and County Comptroller

<b>SUBJECT:</b>  Personal Appearance Policy	<b>PROCEDURE NUMBER:</b> 700.5000.005	
	<b>EFFECTIVE:</b> July 1, 1999	<b>REVISED:</b> 05/11/2005: 06/03/2008; 3/24/2014
	<b>APPROVAL:</b>	

**PURPOSE:** It is important for employees to project a credible, professional image to both internal and external customers consistent with the role of the Clerk of the Circuit Court and County Comptroller. This policy is meant to communicate clear guidelines for attire that will demonstrate the level of integrity and excellence for which the Clerk's office is known.

**OVERVIEW:** All employees of the Clerk's office have a direct impact on the image of the organization. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image presented to the public. The Clerk does not dictate style in either dress or grooming. Work attire should complement an environment that reflects an efficient, orderly, and professionally operated operation. It is recognized that different styles will be necessary, depending on changes of season, degree of customer contact, nature of work, and safety issues. With these considerations in mind, we have developed a dress code that will provide general guidelines. The final decision on what to wear and what is appropriate apparel is the responsibility of each Manager.

## Examples of Acceptable Attire

**Women:** Business-like suits, coordinated blazers, blouses, or shirts with skirts or slacks (ankle length), and business-like dresses. Leggings may be worn in place of hose, however, leggings may not be worn in place of trousers. All apparel must be designed in styles and fabrics that are appropriate for business hours. Clothing must be kept neat and clean. Personal grooming is absolutely essential and required. Hair must be kept clean, combed, and neatly trimmed or arranged. Jewelry and make-up should be conservative.

**Men:** Business suits, blazers and sports jackets with color-coordinated slacks and shirts. All apparel must be designed in styles and fabrics that are appropriate for business. Clothing must be kept neat and clean. Ties are a must

at all times, unless a supervisor determines that a tie would be a safety hazard.<sup>1</sup> Personal grooming is absolutely essential and required. Hair must be kept clean, combed, and neatly trimmed or arranged. Moustaches and beards must be neatly trimmed and moderate in style.

### **Avoid Wearing**

Shorts, T-shirts, tank or halter tops, bare midriff shirts or blouses, sheer clothing, overalls, sweat suits, jogging suits, smock tops, Capri Pants, very short skirts or dresses, all sports wear, all denim garments, painter pants, tight or clingy clothing, tennis shoes, clogs, multi-colored athletic shoes, flip-flops, and bedroom slippers. **Note:** *High heels, or backless shoes, are not to be worn when using step stools or on ladders.* In addition, extremes in hairstyles, and make-up are not appropriate during business hours. Jewelry must be conservative and give a professional appearance. Visible body piercing is limited to ears.

Employees not meeting the standards of this policy may be required to go home and change. Time taken off to change will be without pay. Repeated violations may result in disciplinary action up to and including termination.

**AUTHORITY:** The Clerk of the Circuit Court and County Comptroller establishes this procedure.

---

<sup>1</sup> Effective the day after Memorial Day through the day before Labor Day, all staff members are permitted to wear the Clerk Casual Shirts each business day except when attending meetings with customers or outside agencies.

Examples of **ACCEPTABLE** backless style dress sandals appropriate for the work environment.

### LADIES



### MENS



Examples of **UNACCEPTABLE** backless style sandals not appropriate for the work environment.

