

DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Personal Appearance Policy	05/06/2021	6/28/2004	1	3

1.0 Purpose

To present a professional appearance to the public by ensuring 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 directors, supervisors, and employees (including temporary and seasonal employees, volunteers and interns) of the departments under the jurisdiction of the Delaware County Commissioners who are not covered under a separate uniform policy or by collective bargaining agreement. This policy applies to all employees under a collective bargaining agreement if the agreement is silent on personal appearance or uniforms.

3.0 Distribution

All directors, supervisors, and employees (including temporary and seasonal employees, volunteers and interns) of the Delaware County Commissioners who are not covered under a separate uniform policy or by a collective bargaining agreement where the bargaining agreement is silent on personal appearance or uniforms.

4.0 Policy

It is the policy of Delaware County that each employee's dress, grooming, and personal hygiene be appropriate and professional 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. 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 professional, efficient and courteous service to the public. Part of that service is to meet the expectations of the public and to appear professional at all times. Body art, clothing, jewelry, etc. that

is offensive in nature is inappropriate in the workplace and will not be tolerated.

At the discretion of the department director, 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 jeans based on the employee's daily tasks including but not limited to planned interaction with external customers or stakeholders. 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, yoga pants or spandex etc.), large logo or advertisement items, or similarly inappropriate clothing.

APPROPRIATE Business Casual Attire Include:

Slacks/Pants (e.g. khakis, chinos, twills),
Open/Banded Collared Shirts,
Knit Shirts,
Sweaters,
Dress Sandals,
Capri or Mid Calf Pants,
Skirts, skorts, split legged and other dresses no shorter than 3 inches above the knee, and
Small designer, school or sport related logo's.

INAPPROPRIATE ATTIRE that will not be permitted:

Shorts of any kind (with the exception of employee uniforms),
Bibs/Overalls (with the exception of employee uniforms),
Tube tops or tops showing the stomach,
Spandex, Yoga, or running pants,
Tank tops or halter tops that are not covered with a shirt, jacket or sweater,
Flip flops or beach sandals,
Athletic shoes,
See through, low cut, tight revealing clothing,
Sweats, athletic or workout/exercise clothing,
Muscle Shirts,
Offensive/Obscene Graphics or wording and/or promotion of drugs, alcohol or tobacco on apparel,
Tee shirts with graphics.

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 to change into appropriate work attire. An employee directed to change into appropriate work attire will be required to use accrued vacation leave, personal leave or compensatory time during this leave of absence. Violations of this policy will result in disciplinary action pursuant to the applicable disciplinary policy or corrective action policy.

Department directors may wish to delegate authority to their supervisors to allow more casual dress on occasion as warranted.

Delaware County wishes to maintain a positive appearance to the public, thus employees provided with and required to wear uniform items shall wear the prescribed uniform while on duty and during assigned work hours. No employee shall use his/her uniform for personal use or gain or in any manner that will bring an unprofessional or negative appearance to Delaware County.

Uniforms will be selected by the Director of each department prior to the purchase of the uniform. The Director must determine the articles requested as useful and necessary for the duties of the employees. Uniforms must be practical and cost effective.