

Superior Court of California
County of San Benito

Union Proposal #1
to the Court for the General Unit

Date of Union's Proposal: _____ Time: _____

New language to the MOU is in underlined font; deleted language is shown in ~~strike through~~ font.

10.3 Dress and Grooming Standards

It is necessary that employees maintain a professional appearance at all times. As public servants, Court employees are subject to public scrutiny and comment at all times. The quality of our public service should be reflected by professional demeanor and appearance by all staff members. Court employees are required to maintain reasonable grooming standards and dress appropriately for each work day. The following are general guidelines for proper working attire:

1. All clothing shall be neat, clean, tidy and fit appropriately (i.e. shall not be too tight or too baggy).
2. Clothing shall not contain any political statements or symbols, pornography, offensive language, advertising or promotion of alcohol or drugs.
3. Clothing shall not be ripped, torn, stained or frayed.
4. No clothing shall be worn which exposes undergarments or midriffs.
5. Employees shall not be permitted to work barefoot.
6. No hats shall be worn.
7. In addition to the above restrictions, the following are specifically NOT permitted:
 - a. Flip flops or thongs worn on feet;
 - b. Sweat pants, jogging suits, workout clothes;
 - c. Sheer or risqué blouses and tank tops unless combined with another garment that presents an appropriate appearance;
 - d. Leggings, unless worn with a top that reaches at least to mid-thigh;
 - e. Tube tops;
 - f. Shorts, except walking shorts that reach the knee;
 - g. Visible body piercing except for the ears; and
 - h. Dresses, skirts, or walking shorts, except dresses that reach the knee when standing.

When appearing in court, employees must wear conservative business attire. For men this is defined as a suit or sport coat, tie and dress slacks. Women should wear professional clothing. Jeans and athletic shoes are not permitted except on casual days designated by the Court Executive Officer.

While in other non-courtroom locations, all employees should wear regular business attire. This includes suits, dress pants, dress shirts, sweaters, and vests. For women it also includes skirts and dresses.

On Fridays, casual wear is acceptable, including jeans and athletic shoes unless the employee is in the courtroom. However, no sweat pants, jogging suits or workout clothes will be permitted.

Casual wear is acceptable the days between Christmas and New Years and the three days before Thanksgiving.

It is also the policy of the Court that each employee's dress, grooming and personal hygiene be appropriate to a Court setting and to the work situation. Hair should be clean and well-maintained in a style appropriate to a Court setting.

Employees who report to work in violation of these standards the first time will be sent home by their supervisor to change clothing and will not be paid until they return to work, dressed and groomed appropriately and will be advised that future violations will lead to disciplinary action.

Individual exceptions may be approved on a day-to-day basis based upon particular assignments or circumstances.

The intent of this policy is to create a more professional and positive work environment and observance of this policy is mandatory.