

Housekeeping Item 1: Dress Code Clarification

MOU Pg. 85

ATTACHMENT D - DRESS POLICY AND GUIDELINES

POLICY: COURT EMPLOYEES SHALL DRESS APPROPRIATELY FOR THEIR UNIT AND ASSIGNMENT

The following guidelines are provided to assist employees, supervisors and managers in determining what appropriate dress is.

GUIDELINES:

The courts' basic guideline for appropriate dress and grooming is classified, at a minimum, as business casual and may vary depending on your unit and assignment. There shall be an emphasis on neatness, cleanliness, and safety.

Court employees are often the first and possibly only exposure to the judicial system an individual may encounter. Presenting oneself in a professional manner will not only exemplify the level of confidence and proficiency you have in your ability to aide clients, but will instill that same confidence in the public being served.

Whether you work away from the public eye or inside the courtroom, the level of business attire shall be appropriate for your assignment while maintaining the highest level of professionalism. A key phrase for employees to remember is to dress for success, because it is not only the public that develops perceptions from appearance, it is co-workers and supervisors, as well. All employees should use common sense in determining the appropriate level of business attire for their assignment.

EXAMPLES OF MINIMUM APPROPRIATE BUSINESS ATTIRE:

Dresses/Skirts

Dresses and skirts ending at, or just above the knee, including the slit

Shirts

Dress shirts

Polo style shirts

Sweaters

Blouses

Button down shirts

Shoes

Dress shoes

Flats

Loafers

Dress sandals

Dress boots

Pants/Suits

Khakis/Dockers style

Slacks

Denim (excluding blue)

Dress Pants

Dressy Capri pants, mid-shin or longer

Pant suites

EXAMPLES OF INAPPROPRIATE ATTIRE IN THE WORK PLACE WHILE ON DUTY

The term inappropriate generally will be defined using the reasonable person legal standard.

Dresses, Blouses, Shirts

Backless

Low cut - front or back

Off the shoulder

Overly revealing

Spaghetti straps

See through

Strapless

Lounge wear

Tube tops

Bare mid-riff

Tank tops a close fitting shirt that has no sleeves or collar and usually has wide shoulder straps

INAPPROPRIATE ATTIRE CONTINUED

Revealing

Skirts (including dresses)

Spaghetti straps

inappropriate short skirts

See through

Strapless

Lounge wear

Tube tops

Bare mid-riff

Tank tops

Pants and Suits

Sweat pants and/or jogging style outfits

Shorts Leggings or Spandex

Blue denim jeans (see exceptions below)

Capri pants shorter than mid-shin

Shoes

Thongs / Flip-flops

Slippers

Ugg style boots

Tennis shoes*

Exceptions: Tennis shoes may be appropriate for file clerks and for special work assignments.

Miscellaneous

Hats

Patched, soiled, torn or faded clothing

Clothing with unprofessional wording or pictures

Dress Down Fridays:

Appropriate blue jeans and/or tennis shoes may be worn on Friday's in every location, except the courtroom, if an approved article of clothing bearing the court insignia is also worn. This article of clothing shall be purchased from a selected court vendor complete with the court approved insignia or logo. Please be aware that employees who chose to wear jean and/or tennis shoes on Fridays must continuously display the court insignia during their work shift. The court insignia shall not be covered by any other article of clothing during work hours. Employees must be mindful of weather and environmental conditions that might interfere with their ability to continuously display their court embroidered clothing. Supervisors and managers should also use their discretion in instances where unusual weather or environmental conditions create a significant need to deviate from this standard.

Medical Exceptions:

Persons who must wear special shoes or other clothing for medical reasons will be excused from the dress policy for that item if they provide their supervisor with a medical note which sets forth the requirement and duration of the medical condition.

Consequences:

Employees who do not dress in accordance with Court policy will be notified that the dress does not meet the policy. Subsequent violations may result in the employee being sent home to change, during work hours if necessary.