

WESTMORELAND COUNTY

POLICY AND PROCEDURES

Subject: DRESS CODE

Policy Number: V.5

Effective Date: 4/15/19

I. POLICY

It is the policy of the County that each employee's attire, grooming, and personal hygiene should be appropriate to the work environment. This policy is intended to promote an atmosphere of professionalism by identifying acceptable attire for County employees.

Each department head or Elected Official is responsible for establishing, communicating, and enforcing the County dress code. Employees who are inappropriately dressed may be sent home and required to return to work in acceptable attire. Under this circumstance, the employee will not be paid for time away from work. There may be differences in some department's dress guidelines depending on the nature of the work, the involvement with the public or other circumstances as defined by the Elected Official or department head.

At the employee's request, the County will provide an accommodation, if reasonable for disability or sincerely held religious beliefs and religious practices of the employee if to do so does not impose an undue hardship on the employee's department, or interfere with the employee's ability to perform the essential functions of his or her position. Proposed reasonable accommodation must be discussed and approved by the Human Resource Director.

II. GUIDELINES

1. Daily attire for the office shall be business dress.
2. Business dress is defined as suits, business casual pants, capri pants, golf shirts, dress shirts, sweaters, pantsuits, dresses, blouses, skirts and dress slacks.
3. Unacceptable attire includes jeans or colored jeans, form-fitting leggings worn as pants (employee must wear the appropriate length shirt, sweater and/or skirt to cover, leggings should be treated as hosiery), shorts, jogging suits or sweat

pants, spandex, T-shirts with graphics as an outer garment, see-through tops, clothing in which undergarments are exposed, tank tops, halter tops, or any top which reveals the midriff or cleavage, flip-flops (i.e. plastic flip flops typically worn to a beach), or sneakers.

4. Departments may relax dress standards for employees required to supervise a service project on location, for visiting outdoor facilities, or for other special circumstances such as a day dedicated to office maintenance involving work of a physical nature.
5. Employees who wear uniforms are expected to report for duty in the departmentally assigned uniform.
6. Employees who are assigned to perform tasks more physical in nature such as movement of supplies, installation of computer hardware, the use of ladders, etc. must wear appropriate footwear. Appropriate footwear must have a closed toe and secure back; sandals are prohibited for those employees.

III. CASUAL DAYS

Department heads or Elected Officials, at their discretion, may relax the dress code for employees who are assigned to perform tasks more physical in nature such as movement of supplies, installation of computer hardware, etc. The supervisor of each department is responsible for pre-approving this exemption.

On Casual days, employees are permitted to wear jeans and T-shirts or jerseys and sweatshirts related to team sports. The jeans are required to be neat and clean in appearance and not have holes or other cut sections.

Employees are to dress appropriately on casual days and realize that they must deal with the public and their appearance reflects upon the County. Therefore, employees will still be restricted from the wearing of shorts, sweat suits and jogging suits.

IV. CLARIFICATION

Consult your supervisor or department head if you have questions as to what constitutes appropriate appearance. Where necessary, a reasonable accommodation may be made for a person with a disability. An employee may be allowed to wear jeans, and/or sneakers, with management approval, for specific reasons, to be determined on a case by case basis.

V. DEPARTMENTAL POLICIES

- Court employees will follow Court Personnel Policy No. 1 of 2002 Revised January 8, 2016), Appearance and Attire Policy.
- Westmoreland Manor will follow the Westmoreland Manor Dress Code.
- Department specific policies must be adhered to per department policy.

VI. VIOLATIONS

Employees who report to work dressed inappropriately as defined by their Department head or Elected Official may be sent home to change and will not be paid for any time required to make this change.

Continued violation of the dress codes as defined by the department head or Elected Official may result in disciplinary action.