

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p> <p>DRAFT</p>	Developed by/Date: Ceil Chatham and Marylou Martinez 11/06, Kym Vieira 7/07, 12/11	Page: 1 of 3	Number: 1.8
	Reviewed by/Reviewed Date: CSA Exec Team, SCEA, SEIU – 11/20/06, 7/25/07, 8/21/07, 8/25/08, 12/11	Replaces: Dress Guidelines	Category: Employee Conduct/Expectations
Title: Workplace Attire Policy		Approved: 1/12/09, 12/20/11	

Policy
Procedure
Guideline

Purpose

The Community Services Agency (CSA) provides quality customer service, and it is essential the public's first impression should be of employees who present themselves with an appearance of professionalism. It is the policy of the Community Services Agency (CSA) that all staff shall be dressed in professional attire while on duty.

Definition

As employees representing a governmental agency, we provide customer service and enforce laws and regulations. The purpose of this policy is three-fold; 1) to present a professional appearance for customers and the public; 2) to promote a positive working environment; and 3) to ensure safety while working.

Procedure

A. This policy applies equally to all staff serving internal and external customers. While it is recognized that some units and work assignments may require an exception to some of the standards below, requests for deviation from these standards must be presented by management to the CSA Executive Team for approval.

1. Clothing:
 - a. Appropriate Attire
 - Dresses
 - Slacks/pants and blouses/shirts/ties/sweaters
 - Slacks/pants and sports coats/blazers
 - Skirts and blouses/sweaters
 - Business Attire Suits
 - Capri Pants – (Business attire only, mid calf with no strings or loose pockets)
 - Dress shoes, comfortable flats, loafers (see footwear and accessories)
 - Business Professional Hemline and Neckline
 - b. Inappropriate Attire Always
 - Clothing in disrepair, with holes, ragged hems or tattered
 - Exposed undergarments, midriffs
 - Shorts, Skorts (Bermuda shorts are not acceptable)

- Leisure or “recreational” tank tops with no over blouse, shirt or jacket
- Off the shoulder blouses or spaghetti strap dresses without an over blouse, shirt or jacket
- Any clothing with inappropriate logos, pictures, slogans, etc.
- See-through, revealing clothing of any type
- Skin tight garments (spandex leggings, tops, etc.)
- Sweat or nylon jogging suits
- T-shirts **Exception – May be worn on Fridays**
- Jeans of any color - **Exception – May be worn on Fridays**
- Denim Clothing - **Exception – May be worn on Fridays**

c. Staff have the option to dress more casually on Fridays, but attire should still be appropriate. This means only on Fridays and not on any other work day. As noted above jeans of any color, denim skirts, and T-shirts may be worn on Fridays only.

2. Footwear and Accessories

- a. All footwear is expected to be appropriate to the employee’s position. Shoes are to be neat, clean, and in good repair. Tennis Shoes, Flip-flops, thongs, or bare feet are prohibited for all employees.
- b. Black tennis shoes are acceptable with the following conditions:
 1. The entire tennis shoe must be black including but not limited to; the sole, laces, and any decorations/designs.
 2. The black tennis shoe must be in good condition and professional in appearance.
 3. Any type of tennis shoe may be worn on Fridays as long as the tennis shoe is in good condition.
- c. Baseball caps are prohibited.

3. Tattoos and Jewelry

- a. Tattoos must be covered if they have any inappropriate logos, pictures, or slogans.
- b. All jewelry and facial piercings must be appropriate so it does not detract from a professional appearance.

4. Personal Hygiene

- a. Good personal hygiene is essential; therefore it is necessary that all employees maintain a clean and presentable appearance.

B. It is the responsibility of all staff to become familiar with and adhere to this policy. Any questions or concerns with the policy should be directed to the employee’s immediate supervisor.

- C. It is the responsibility of the manager and supervisor to communicate and model standards for staff attire and to ensure that all staff follow this policy and are appropriately dressed in the performance of their duties.
- D. In the event an employee is not dressed properly, the employee may be asked to return home to change clothes on their own time.