

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: 11/06, 7/07, 12/11, Rev 3/22; Rev 5/22	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, Rev 3/22, Rev 5/22	Replaces: Dress Guidelines	Category: Employee Conduct/Expectations
Title: Workplace Attire Policy		Approved: 1/12/09, 12/20/11, 5/20/22	

Policy

 Procedure

 Guideline

Purpose

This policy is designed to establish expectations for appropriate work attire for employees of the Community Services Agency (CSA). Employees must maintain an appropriate standard of dress and personal appearance at work and when representing the Agency.

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

This policy applies equally to all staff serving internal and external customers. The CSA Executive Team supports a business casual environment for employees. All attire must be in good condition and professional in appearance.

Business Casual attire can include t-shirts, jeans, denim, and tennis shoes.

A. The Agency recognizes that some work assignments may require an exception to the standards above. For example, if you are attending court, participating in an interview panel, representing the Agency at a Board or commission-type meeting, attending state meetings, or trainings in person, or are otherwise acting as a representative of the Agency at an event or meeting, you are expected to wear professional workplace attire as defined in Business Professional Attire below. Requests for deviation from these standards must be presented by management to the CSA Executive Team for approval.

1. Business Professional 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, and loafers (see footwear and accessories)
- Business professional hemline and neckline

Inappropriate Attire

- Clothing in disrepair, with holes, ragged hems, tattered, and/or faded
- Exposed undergarments or midriffs
- Shorts or skorts (Bermuda shorts are not acceptable)
- Overalls
- 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 logos, graphics, pictures, slogans, with the exception of Polo style shirts with no larger than a three (3) inch Company Logo (Ex: Lacoste, Ralph Lauren, AFSCME, SEIU, etc.) This applies Monday through Thursday.
- See-through, revealing clothing of any type
- Skin tight garments (spandex leggings, tops, etc.)
- Sweats, jogging suits, joggers, hoodies, or workout attire

Employees shall use their best judgment and dress accordingly while being mindful of their work assignment, customers, and community engagement.

2. Footwear and Accessories

- a. All footwear is expected to be appropriate to the employee’s position. Shoes are required and must be neat, clean, and in good repair. Slippers or rubber shoes, including but not limited to flip-flops or thongs, Crocs, and slides are prohibited for all employees.
- b. All jewelry and facial piercings must be appropriate so it does not detract from a professional appearance.
- c. Baseball caps are prohibited.

3. Tattoos

- a. Tattoos must be covered if they have any inappropriate logos, pictures, or slogans.

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 read, comprehend, 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 comply with 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.