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COUNTY ADMINISTRATOR'S OFFICE
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December 5, 2007

TO: ASSISTANT COUNTY ADMINISTRATORS
ALL DEPARTMENT/DIVISION HEADS

FROM: JOHN J. GALLAGHER
COUNTY ADMINISTRATOR

RE: DRESS CODE POLICY
(ADMINISTRATIVE DIRECTIVE #62)

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image presented to the public. As such, Department/Division Heads will implement the following Dress Code Policy in their area of responsibility effective January 1, 2008:

- 1) All employees are responsible for presenting themselves to our citizens and the community in a manner that supports acceptable standards of good professional grooming and etiquette. Dress and personal grooming which communicates a professional image to our citizens helps to instill confidence in our ability to provide a high standard of quality service. While the County recognizes the need and desire of employees for individual expression, we also recognize the varying cultures, ages, health, and tastes of our community. For this reason, anything that could be considered a safety hazard, offensive, distracting or otherwise diminish the confidence of our citizens in our ability to deliver quality services will not be permitted.
- 2) Employees will be expected to exercise good judgment in their choice of work clothes. All clothing must be clean, neatly pressed and in good repair and appropriate to the work setting. All clothing should be tailored to ensure that it is not tight,

baggy, short, revealing, or scanty. Any clothing, or lack of clothing that is distracting in appearance or is inappropriate, either due to fit, cut or style (Capri-style pants, low-cut tops, t-shirts, sneakers, flip-flops) is not permitted.

- 3) Employees having a conflict with any aspect of this policy, based on cultural or religious traditions or medical reasons, may request an exemption. The employee must place the request in writing to his/her Director. The Department Director and the Personnel Director shall review the request and determine whether an exception will be granted.
- 4) Department Directors, subject to approval by the Personnel Director, may establish a more specific dress code for their Department that is consistent with the intent of the portrayal of a professional image at all times. Appropriate clothing for the job duties and the level of citizen contact to be experienced should be the primary consideration.
- 5) Supervisors are responsible for enforcement of the dress code. Employees may be sent home to change if they are out of compliance with the dress code. This time will be unpaid leave. Failure to comply with counseling may result in disciplinary action, up to and including termination.

6) General Guidelines:

a) BOARD OF COUNTY COMMISSIONERS' MEETINGS:

Any staff person who appears before the Board of County Commissioners or one of its appointed boards or advisory committees must wear appropriate attire. This may include a coat or tie for the men and skirts, slacks, pantsuits or dresses for the women.

b) CASUAL FRIDAYS:

Employees will be allowed to wear polo shirts with casual pants that are clean, pressed and neatly maintained.

c) UNIFORMS:

- 1) Employees who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean, pressed and neatly maintained.
- 2) Employees who terminate employment are required to return uniforms issued to them. Failure to return clean and serviceable uniforms, allowing for normal wear and tear, will result in replacement or cleaning costs being withheld from the final paycheck.

- 3) Employees and volunteers shall exercise caution in their conduct when wearing apparel with insignia, logos or language indicating an affiliation with Pasco County in order to not bring discredit or reflect negatively upon the County.
 - 4) Hats are not to be worn unless they are required as part of a uniform for safety reasons. Hats will be removed when indoors. This subsection is not applicable to employees of the Bargaining Unit.
- d) FOOTWEAR:
- 1) All footwear will be clean and should be sturdy, stable and safe.
 - 2) Footwear should be appropriate to the duties and responsibilities of the employee.
- e) PERSONAL GROOMING:
- 1) Employees should be sensitive to the fact that customers and other employees may have sensitivity to aftershaves, colognes, and perfumes and they should be used in moderation.
 - 2) When wearing jewelry to work, employees should select jewelry that projects a professional image.
 - 3) Tattoos must not be offensive. Tattoos should contain no nudity or obscenities nor promote any racial, ethnic slurs or criminal behavior. Tattoos of this nature must be covered at all times with clothing or bandages.

Attachment: Article from *The Tampa Tribune* dated April 29, 2007