

4.01 ATTIRE AND GROOMING

A. Departmental Discretion

Departments may determine appropriate workplace attire and grooming for their areas. Supervisors should use the following guidelines when determining appropriate attire and grooming and communicate their expectations to staff during orientation and probationary periods.

B. Professional/Neat Appearance

Workplace attire and grooming must be clean and appropriate for the work being performed and the setting in which the work is performed. Staff are expected to present a professional, neat, businesslike image to clients, visitors, customers and the general public at all times. Certain staff may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing.

C. Weather Conditions

At its discretion, a department may alter dress codes to accommodate for extreme hot or cold weather conditions. On these occasions, employees are still expected to present a neat appearance.

D. Failure to Comply

Any employee who does not meet the attire or grooming standards set by his or her department will be required to correct the behavior by leaving the premises to change clothing. Non-exempt (hourly-paid) staff will not be compensated for any work time missed because of failure to comply with attire and grooming requirements. Continued failure to comply with these requirements shall result in corrective action.

