



JEFFERSON COUNTY PUBLIC HEALTH Administrative Services Division	SHORT TITLE: Dress Code Policy
SUBJECT: Dress Code Policy	ADOPTION / REVISION DATES: July 1, 2014 EFFECTIVE DATE: July 1, 2014
APPROVED BY: <i>Mark Johnson MD</i> Executive Director	7-24-14 Date

PURPOSE

Jefferson County Public Health adheres to a business casual dress code in order to maintain a professional appearance while serving the public. This policy will provide guidelines and consistency on appropriate attire in the workplace.

POLICY

Employees are expected to use good judgment by dressing in a manner that is presentable and appropriate. Some duties or situations may require employees to dress in a more casual or formal fashion (i.e.: environmental health inspections, inclement weather, special county dress days, and meetings with partners). Jeans are acceptable on Fridays.

Acceptable Attire:

Pants: Slacks, khakis (i.e., Dockers), dress pants.

Dresses/ Skirts: Must be longer than mid-thigh. Denim skirts or dresses are acceptable.

Shirts/Tops: Dress shirts (buttoned, collared), blouses (including sleeveless), polo shirts, dress tees, turtlenecks, sweaters, cardigans, vests, sport coats, blazers.

Shoes: Casual/dress shoes, flats and sandals. Some positions may require closed toe shoes or work boots.

Jeans (Fridays or other approved days): Must be in good repair and not ripped or torn.

Unacceptable Attire:

Torn, wrinkled or stained clothing, revealing or low cut blouses or dresses, clothing with suggestive or offensive pictures, profanity, offensive or political statements, midriffs, tank tops, tube tops, spaghetti straps, strapless tops or halter tops unless worn with a jacket, mini-skirts ...

*This list of acceptable and unacceptable attire does not cover all possible clothing options. If an employee has questions of what is acceptable work attire for their specific position they should consult their supervisor.