

Dress Code

Come to work dressed in an appropriate manner. The media and poll watchers will be observing at times.

Appropriate Attire

Men:

- Slacks/Docker type pants, corduroy slacks
- Denim jeans (no tears or holes)
- Polo shirts (with or without County logo.)
- Election T-shirts
- Dress Shirts with collars and buttons, long or short sleeved
- Oxford button-down shirts
- Sweaters, cardigans, jackets
- Dress shoes, loafers, boots, tennis shoes (must be clean)

Women:

- Denim jeans (no tears or holes)
- Slacks, Chinos, or pants with multiple pockets.
- Polo shirts (with or without County logo.)
- Election T-shirts
- Dress Shirts with collars and buttons, long or short sleeved
- Oxford button-down shirts
- Sweaters, cardigans, jackets
- Dress shoes, loafers, boots, tennis shoes (must be clean)

Unacceptable Attire

- T-shirts/knit shirts with logos, wording or characters
- Plain or pocket T-shirts
- Cutoffs
- Athletic wear
- Flip flops of any kind, casual Croc type shoes or sandal type Birkenstocks
- Casual pants such as leggings
- Pants considered to be very casual, such as camouflage, animal print...
- Spandex or lycra, such as biker shorts
- Shorts
- Sweatshirt material
- Tank top, tube tops, halter tops, spaghetti straps
- Underwear as outerwear
- Beach wear
- Midriff length tops
- Provocative attire
- Off-the-shoulder tops
- Workout clothes or shoes

Sport themed casual days will be scheduled at manager's discretion.

OVER

Enforcement

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. The employee will not be paid for the amount of time they spend out of the office as a result of a policy violation.
3. At the discretion of the supervisor; 2 violations of the above policy per Election cycle is terms to separate the employee from Jefferson County employment.