

 <p style="text-align: center;">19TH JUDICIAL DISTRICT Policies and Procedures</p>	Policy No.:
	Chapter: Administration
	Subject: Dress Code
Effective Date: 11/1/2007 Revision Date: 10/18/2007 Review Date: 8/19/2008	Applicability: All Staff
Related Citations or Directives: Update to Memorandum from Karen Salaz of January 26, 2007 clarified August 2008 to resolve questions that have arisen (<i>in italics</i>).	

I. POLICY:

The 19th Judicial District strives to be recognized as a professional organization. The image we present to the public should reflect our professionalism. All employees will be expected to wear appropriate attire and be well groomed during the performance of his/her job. An employee's immediate supervisor shall make decisions regarding the appropriateness of the employee's attire. Nothing in this policy is intended to hinder the advancement of diversity in the 19th Judicial District. Flexibility honoring freedom of choice will be shown in relation to religious or ethnic attire.

II. DEFINITIONS

Appropriate attire: clean, pressed clothing in good repair that is neither bizarre, flamboyant, nor (~~too~~) casual, dress which one would expect to see worn in a professional office setting. Ties are not required in the office, but must be worn if appearing in a courtroom.

Examples of appropriate attire:

Men: Suits, slacks with a dress or sport shirt with appropriate footwear and socks.

Women: Dress or skirt at knee length or longer, slacks with dress blouse, knit or polo shirts with collars, oxford shirts with collars, *professional looking* collarless shirts, sweaters/cardigans, blazers/jackets and turtlenecks. Mid-calf to ankle crop pants (*no shorter than 6" above the ankle*) of a business-like cut and fabric are permissible.

Inappropriate attire: Clothing that reveals your cleavage, your back, your chest, your stomach or underwear, clothing that is worn from wear, faded, un-hemmed, frayed, is torn, has holes, is dirty, or badly wrinkled. Additionally shorts, workout attire, tank tops, sweat suits, all plastic or rubber footwear, canvas flip flops, athletic shoes, skater shoes, blue denim jeans, *skirts shorter than knee length*, *cargo pants*, strapless dresses, sweatpants, spandex shorts, leotards, sun dresses, halter tops with bare shoulders, jogging/wind/warm-up suits. T-shirts unless worn under another blouse, shirt, jacket or

dress (included as inappropriate would be t-shirts with slogans, terms, pictures or cartoons printed on them). Hats are not appropriate in the office.

II. PROCEDURE:

- A. It is the responsibility of each employee to dress appropriately and professionally at all times when meeting the public or other professionals during the performance of his/her job.
- B. Occasionally, a specific work activity would support waiver of this policy. The supervisor is authorized to approve or disapprove the request for waiver of this policy in advance of the specific work activity taking place.
- C. When attending training on work time, it is generally acceptable to revert to casual attire. However, if attending a work-related business meeting, regular work attire is required. If returning to the office from training, appropriate attire must be worn.
- D. Nothing in this policy is intended to direct employees to permanently remove tattoos or limit the number of piercings. However, employees are encouraged to conceal tattoos with clothing whenever possible. Excessive body piercing and tattoos may offend some customers and co-workers and may distract from the normal course of business, therefore discretion in displaying tattoos and piercings should be used.
- E. If an employee is found to be in violation of this dress code policy, the employee may be sent home to change into the appropriate attire. An employee who is sent home due to his/her failure to comply with the dress code policy will not be paid during his or her absence. An employee will be placed on Paid Time OFF (PTO) or leave without pay if the employee does not have a PTO balance to cover the absence.