

 <p style="text-align: center;"><b>19TH JUDICIAL DISTRICT</b> <b>Policies and Procedures</b></p>	<b>Policy No.:</b>
	<b>Chapter:</b> Administration
	<b>Subject:</b> Dress Code
<b>Effective Date:</b> 11/1/2007 <b>Revision Date:</b> 10/18/2007 <b>Review Date:</b> 8/19/2008 <b>Revision Date:</b> 9/8/2009 <b>Revision Date:</b> 2/25/2010 <b>Revision Date:</b> 10/24/2011 <b>Revision Date:</b> 9/25/2014 <b>Revision Date:</b> 6/1/2016	<b>Applicability:</b> All Staff
<b>19<sup>th</sup> Judicial District Dress Code</b>	

**I. POLICY:**

Personnel Rule 4 (Local Policies or Procedures) requires each district implement a dress code policy to address professionalism and safety in the workplace.

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. If there is a question regarding the appropriateness of attire, employees should consult with their supervisor prior to wearing the article of clothing to work. 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.

This policy applies to all Court employees of the 19th Judicial District as well as interns, volunteers, and contract employees.

**II. DEFINITIONS**

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

Examples of appropriate attire:

Men: Suits or slacks with dress shirts, knit or polo shirts with collars, oxford shirts with collars, and business professional collarless shirts accompanied with appropriate footwear and socks.

Women: Dress or skirt at knee length or longer and slacks. Dress blouses, knit or polo shirts with collars, oxford shirts with collars, business professional collarless shirts, business professional sleeveless shirts that cover the shoulders, sweaters/cardigans with or without a hood, blazers/jackets, and turtlenecks. Shoes with an enclosed heel or heel strap. Leggings, considered to be tights, and tights are

only permitted when worn under a skirt, dress or long sweater or blouse of knee length or longer.

Inappropriate attire: Clothing that reveals your cleavage, back, chest, stomach, bra, bra straps or underwear, and clothing that is worn from wear, faded, un-hemmed, frayed, is torn, has holes, is dirty, or badly wrinkled. Additionally shorts, capris, crop or gaucho pants, tank tops, all plastic or rubber footwear, flip flops, athletic shoes, skater shoes, blue denim jeans, dresses or skirts shorter than knee length, slacks that drag on the floor, cargo pants, strapless dresses, spandex shorts, leotards, sun dresses, halter tops with bare shoulders, hooded athletic jackets or sweatshirts, and jogging/wind/sweat/workout/warm-up suits, jackets or pants. T-shirts, unless worn under another blouse, shirt, jacket, sweater, or dress (included as inappropriate would be t-shirts depicting slogans, terms, pictures or cartoons). Hats are not appropriate in the office.

### **III. CASUAL DAY ATTIRE**

Occasionally, days are designated as “sports days” or “casual days” by the Chief Judge, when team or Judicial Department logo t-shirts and sweatshirts, jerseys, athletic shoes in good repair, denim jeans, and jeggings paired with knee length or longer tops are allowed. Denim jeans may be in any shade or color, but must be free of holes and be in good repair. Casual attire shall be subject to the general guidelines regarding business professional attire.

### **IV. PROCEDURE:**

- A. It is the responsibility of each employee to dress appropriately and professionally at all times when in the workplace 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 business 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.

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.