

POLICY 807 PERSONAL APPEARANCE

1. Purpose. County employees are in the forefront of providing service to the general public. Personal appearance is an essential element of good public relations. Eau Claire County expects its employees to be well groomed and neatly dressed. Employees should dress in a manner consistent with a professional business atmosphere and should practice good personal hygiene. Jewelry, perfume and other accessories should not interfere with an employee's or co-workers' ability to perform their jobs and should not pose a safety or health hazard.

2. Scope.

2.1 This policy applies to all regular full-time, regular part-time, seasonal employees, and temporary employees of Eau Claire County.

3. Policy.

3.1 Employees are expected to dress in an appropriate and professional manner while at work. These established general guidelines will be used when considering appropriate dress unless department needs require alternative guidelines as approved by the department head.

4. Inappropriate Attire.

4.1 Hats unless prior approved by the department head.

4.2 Tops showing bare shoulders, tank tops/halter tops unless covered with a blouse, shirt, or jacket.

4.3 Midriff bearing tops or tops portraying any offensive words, terms, logos, pictures, cartoons, or slogans.

4.4 Hooded sweatshirts and t-shirts.

4.5 Jeans, sweatpants, exercise pants, shorts, and spandex pants.

4.6 Tight skirts, miniskirts, skorts, sundresses, beach dresses, and spaghetti strap dresses.

4.7 Footwear resembling what is considered a bedroom slipper or beach flip-flops.

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Revised Date: December 2016

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5. Appropriate Attire.
 - 5.1 T-shirts/sweatshirts portraying the county seal are considered acceptable clothing assuming the work schedule permits.
 - 5.2 Dress pants will be worn to work Monday through Thursday unless otherwise approved by the department head. Acceptable dress pants include: Slacks similar to Dockers, khakis, wool pants, dressy capris, or black dress pants.
 - 5.2.1 Jeans with no holes or tears will be permitted on Fridays assuming the work schedule permits.
 - 5.3 Dresses and skirts worn at a length in which an individual is able to sit comfortably in a public setting.
 - 5.4 Footwear must fit securely enough to ensure safe movement, be appropriate for the work environment, and must have a hard or rubber sole.
6. Additional Information.
 - 6.1 If there are any questions or concerns regarding appropriate county attire, employees should address their supervisor or department head on what clothing is acceptable personal appearance.
7. Consequences of Policy Violation.
 - 7.1 In addition to corrective or disciplinary action, depending on the severity of the dress violation the supervisor reserves the right to send the employee home (without pay) until they dress in accordance with Eau Claire County Personal Appearance Policy.

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