

COUNTY OF WASHINGTON Pennsylvania	DRESS CODE POLICY	PAGE: 1 OF 3
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POLICY

Washington County provides services directly to the public and its image is a matter of priority. As a result, the Board of Commissioners has an interest to ensure the public be served in a professional environment. An employee's appearance should contribute to this professionalism at all times. Employees are expected to dress in a positive, neat and professional manner. This policy sets forth the general rules of the County. Individual departments may have their own provisions regarding appropriate dress to meet the needs of the department. Employees are required to comply with these provisions regarding appropriate dress.

SCOPE

This policy applies to all Washington County employees.

PROCEDURES

Professional Staff

All professional staff should wear business/business casual attire to work. Business casual includes but is not limited to:

- 1) Men:
 - a) Khaki-style, corduroy, or dress slacks/trousers (no denim material or military-style trousers, no cargo pants).
 - b) Collared polo or button-up style shirt with or without the Department/Division or brand logo over the left breast pocket.
 - c) Shirts must be tucked in.
 - d) Dress shoes or dress loafers can be worn with socks.
- 2) Women:
 - a) Khaki-style, corduroy, or dress slacks/trousers or skirts/dresses (no denim material or military-style trousers, no cargo pants) dress capris (mid-calf length or longer).
 - b) Collared polo or button-up style shirt with or without the Department/Division or brand logo over the left breast pocket.
 - c) Dress shoes, dress flats; dress boots (no Uggs or Uggs-style boots).

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of the position. Employee must avoid extremes in dress:

- 1) Flashy, skimpy, tight or revealing clothing. For example: halter tops, sundresses and leggings are unacceptable.
- 2) Clothing worn to work must not expose an employee's cleavage, back, midriff, stomach, backside or undergarments at any time; including when an employee is bending over, lifting above his or her head, or engaging in any other movement.
- 3) Clothing must be free of offensive words, pictures, or logos.
- 4) Skirts and dresses should be no more than 3 inches above the knee.
- 5) No employee may make visible a tattoo that might be offensive to employees or the public or violate the County's Sexual Harassment Policy.
 - a. Any employee who might have a tattoo must keep it covered while at work or while representing the County.
 - b. Management will determine whether particular tattoos or piercings (including earrings) should not be visible to the public.
 - c. If tattoos or piercings are not in keeping with the image that the County chooses to present, an employee may be required to cover his or her tattoo and/or remove piercing.

Additionally, the following will be prohibited in dress for any employee at the County:

- 1) Flip Flops or "Thongs"
- 2) Wet Hair
- 3) Exposed Shoulders – Sleeves should be at least 2 inches wide
- 4) Sweat Suits or athletic wear
- 5) Shorts or Jeans
- 6) "See through" clothing that exposes undergarments

Buildings and Grounds

To include Housekeeping, Parks and Bridge Department.

These departments have the option to wear blue jeans, but must be neat, clean, free of holes and not be frayed tattered or wrinkled. T-Shirts are permitted but must be plain or have the Washington County Logo on them and must have sleeves. Sweatshirts are permitted for outside work. All other provisions of this policy apply.

Uniformed Staff

Uniformed staff should follow the requirements and policies for the dress code of their individual departments.

Other

Employees seeking exemption from the dress code for medical reasons must provide medical documentation.

The Board of Commissioners may authorize in advance an exception to this policy for special events, charitable causes, or situations where the work duties require deviation from the policy.

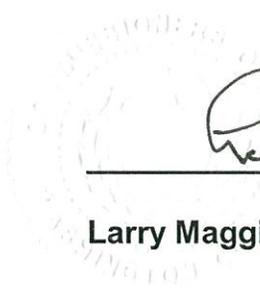
INTERPRETATION and CONTROL

Employees who report to work dressed or groomed inappropriately, may be requested to leave work until they can return clean, well-groomed and wearing acceptable attire. Department heads and supervisors will be responsible for enforcement of this policy. Violations of this policy may result in disciplinary action up to and including termination.

The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

ADOPTED this 21st day of May, 2015, per minute.
Ratified: Minute # 993 Dated 5/21/15

COUNTY OF WASHINGTON



Larry Maggi
Larry Maggi, Commissioner

Diana Irey Vaughan
Diana Irey Vaughan, Commissioner

Co-Chairmen

Harlan Shober
Harlan Shober, Commissioner

ATTEST:

Approved as to Form and Legality:

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Chief Clerk

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