

ADMINISTRATIVE PROCEDURE 07-2

EMPLOYEE APPEARANCE GUIDELINES

SCOPE AND PURPOSE

It is the intent of Abbeville County to maintain a professional workplace in which dress attire is regulated to maintain an appropriate and professional appearance by all Abbeville County employees. It is the policy of Abbeville County that each employee's dress, grooming, and personal hygiene should be appropriate to work situations. The County in its sole discretion decides what is appropriate on a case-by-case basis.

GENERAL GUIDELINES

The following are general guidelines for work place appearance.

1. Employees are expected at all times to present a professional, businesslike image to customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Abbeville County. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
2. Employees who are required to wear uniforms are required to properly wear those uniforms while on duty. Uniforms must be properly cleaned and repaired as needed.
3. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:
 - a. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire; athletic clothing and shoes; shorts; casual t-shirts (collarless dress shirts may be permitted); novelty buttons, baseball hats; and similar items of casual attire that do not present a businesslike appearance.
 - b. Hair should be clean, combed, and neatly trimmed or arranged.
 - c. Sideburns, moustaches, and beards should be neatly trimmed.
 - d. Tattoos and body piercing (other than earrings) should be discreet and non-offensive. If at all possible, tattoos should not be visible in the workplace.
 - e. Denim materials will not be strictly prohibited, but is not a preferred dress appearance. Jeans may be worn so long as they are in good condition and accompanied with a dressy shirt.

4. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
5. At its discretion, the County may allow employees to dress in a more casual fashion that is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing or similarly inappropriate clothing. Specific Prohibitions listed below are still prohibited.
6. Abbeville County is an Equal Opportunity Employer; therefore any clothing of a discriminatory, abusive, or offensive nature will not be permitted.

SPECIFIC PROHIBITIONS

The following items are strictly prohibited at all times, unless specifically permitted beforehand on a case-by-case basis. This list is not considered to be exhaustive and is not limited to only the following.

1. Skirts and/or dresses resting above the knee-cap.
2. Shorts, skorts, and/or capris of any kind resting above the knee-cap.
3. Spaghetti strap or sleeveless shirts.
4. Flip-flops (for purposes of this policy dress sandals are not considered flip flops).
5. Clothing that lends itself to an inappropriate revealing manner.

Became effective with passage of Resolution 07-41 dated 9/10/07.