

County of Cumberland Board of Commissioners	Policy Number: 4.22	Pages: 1 of 2
Chapter: General Procedures	Effective Date: August 1, 2022 Supersedes Policy 4.22 Dated 05/01/2018	
Subject: Attire and Appearance Policy		

I. POLICY:

Cumberland County Government requires that an employee must present themselves professionally and dress appropriately for the work they perform. Employees should be properly attired for the office environment, meetings, and other interactions with the public by maintaining a neat, well-groomed, and professional appearance. It is anticipated employees will be able to utilize their own discretion in determining suitable clothing for the workplace. In situations where guidance is required, the supervisor is responsible for communicating proper standards and to notify the employee if their appearance does not meet these standards. Though it is understood that dress and appearance is often a matter of personal taste, all employees must bear in mind that a professional image must always be exhibited.

Certain departments may adopt specific dress standards which are conducive to their operations. In such cases, the Department Head must submit department-specific guidelines in writing to the County Administrator for approval. Exceptions to the dress code guidelines are recognized for those employees required to participate in manual or physical labor situation, and for other unique situations, including law enforcement officials. As applicable, employees shall be required to wear uniforms in compliance with departmental mandates. It is expected that uniforms are worn when required in accordance with policy or negotiated union contract agreements.

Cumberland County recognizes the importance of individually held religious beliefs to persons within its workforce. To that end, Cumberland County will reasonably consider all requests to accommodate a staff member's exception to County dress-code policy based on religious observance. All requests must be properly submitted through Cumberland County's Human Resources Department.

II. DEFINITIONS:

Professional image is generally defined as 1) business professional attire that is conservative in nature and 2) business casual attire that blends business professional with a more relaxed style that is still appropriate for an office environment.

Dress Down Days are a perk that allow employees to dress with more individual expression and promote comfort and fun.

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II. PROCEDURE:

An employee who is unsure of whether their attire is acceptable should check with their immediate supervisor or Department Head. Employees whose appearance fails to meet established professional standard may be sent home to change, and nonexempt employees will not be compensated during such time. Employees may also be subject to disciplinary action if they fail to conform to established appearance standards. In turn, employees may choose to appeal a Department Head's judgment on matters of appropriate attire through existing grievance/complaint processes.

Casual Fridays or Dress Down Days are within the scope of this policy, provided they are permitted by the Department Head and approved by the County Administrator. To be considered, requests must be submitted in writing.

All employees should be aware that inclement weather can produce hazards and risk within the County confines. These hazards can range from ice and snow to flooded areas. We caution all employees to wear the appropriate clothing/footwear in these circumstances to reduce the risk of injury-particularly from slips, trips, and falls. These incidents cause, by far, most work-related injuries suffered by Cumberland County personnel.

Examples of unacceptable attire include, but are not limited to:

- Clothing with political content. Clothing with printed words or graphics containing profanity, obscenity, or the promotion of illegal activity or violence.
- Tank-tops, muscle-shirts, or shirts exposing midriff/torso
- Visible undergarments
- Dresses, skirts, or tailored shorts higher than 2" above knees
- Flip-flops, slides, slippers, hunting or work boots (unless safety requirements dictate), open-toe shoes (where safety requirements dictate)
- Clothing or shoes in ragged, torn, dirty or condition of disrepair
- Tight-fitting leggings or yoga pants; athletic sweatshirts/pants/shorts; pajama pants/shorts; bathrobes; beachwear