

Title: Personal Appearance of Employees
Policy Number: 705
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The following guidelines should be followed by all employees; however, nothing in this policy prohibits a Department Head from establishing a more stringent dress code for their office or department.

Comment:

- (1) Employees are expected at all times to present a professional, businesslike image to customers, and the general public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County. Departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) 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 or office settings. The following clothing is prohibited: suggestive attire, ill-fitting or tight clothing, baggy clothing, clothing that reveals undergarments, jeans (unless approved or authorized by the Department Head), athletic clothing, yoga pants, leggings, shorts, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a professional or businesslike appearance.

In footwear fashion, flip-flops are a flat, backless, usually rubber sandal consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot. These types of sandals are prohibited in the workplace.

- (b) Clothing that reveals cleavage, your back, underarms, chest, feet, stomach or undergarments of any kind is not appropriate for this work environment. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished.
- (c) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Unnatural coloring or extreme hairstyles are prohibited.
- (d) Sideburns, moustaches, and beards should be neatly trimmed at all times.
- (e) Body piercings (other than those for earrings) should not be visible in this work environment.
- (f) Intentional body mutilation or modification should not be visible in this work environment. This includes but is not limited to: scarring, excessive ear piercing/stretching, tongue splitting, beneath the skin decorative implants, decorative tooth plating/engraving. This does not include traditional elective medical procedures (i.e. teeth straightening, cosmetic plastic surgery, and other similar procedures).
- (g) The display of unprofessional or offensive tattoos is prohibited. The following list includes but is not limited to, the types of tattoos prohibited for display by this policy.
 - i) Depictions of nudity or violence;
 - ii) Sexually explicit or vulgar art, words, phrases or profane language;
 - iii) Symbols likely to incite a strong negative reaction to any group (i.e. Swastikas);
 - iv) Initials or acronyms that represent criminal or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers or symbols);
 - v) Multiple tattoos on the skin which can incite a negative reaction by the general public or that would detract from an appropriate professional image;
 - vi) Depictions of words or images that violates harassment or discrimination laws or county policy.

If the Department Head determines that a tattoo is inappropriate and that tattoo can not be covered in a manner which is acceptable with the department's uniform requirements or dress code, the individual will not be eligible for employment with Pottawattamie County.

- (h) Some employees may be allergic or sensitive to chemicals in perfumes or colognes, so wear these substances with restraint.
 - (i) Hats are not appropriate in the office. Head Covers that are required for medical or religious purposes or to honor cultural tradition are allowed.
- (3) 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.
 - (4) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
 - (5) Employees should always dress in a manner that allows them to safely perform their job. Certain job classifications may require that the employee wear safety clothing or carry safety equipment in order to perform their job in a safe manner. It is the responsibility of the Department Head or designee to notify employee's of this requirement.
 - (6) At the discretion of the Department Head, employees may, on certain days or holidays, be allowed to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear tight, ill-fitting, baggy or otherwise ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
 - (7) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include being sent home. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action.
 - (8) Compliance with the intent of this policy shall be determined by a reasonable person standard.