

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
3. EMPLOYEE RESPONSIBILITIES**

3.9 APPEARANCE

- PURPOSE** 3.9-1 As employees of Montgomery County, we must keep in mind that often when members of the general public see us performing our jobs or otherwise representing County government, the first thing that comes into their minds is that their tax dollars are paying our salaries. Appearance is often viewed as a direct reflection of the level of professionalism of the workplace. For this reason, unless otherwise told to disregard this policy by your elected official or department head or his/her designee, you are expected to follow these basic minimum guidelines in regard to dress and personal appearance; management may impose additional or other appropriate standards.
- DRESS** 3.9-2 Employees in positions that require contact with the general public should dress in a manner that is in keeping with the accepted standards of professional office attire. Suits, sport coats, ties, and slacks are preferred dress for men. Slacks, dress shirts, and ties are also acceptable. Suits, dresses, skirts and blouses, and pantsuits are preferred dress for women. Dress slacks are also acceptable.
- 3.9-3 Employees in positions that do not require direct contact with the public should still dress suitably for a professional office environment. Even though an employee's job may not involve direct contact with the public on a regular basis, being housed in a building where members of the public visit constitutes direct contact. Sweatshirts, T-shirts (with words or pictures relating to drugs, alcohol, or inappropriate wording), jeans, leggings, cutoffs, revealing clothing, hot pants, halter tops, visible body piercing (i.e., nose, eyebrow and tongue rings) and tattoos are not appropriate.
- 3.9-4 Clothing should be clean, in good repair, and fit appropriately.
- 3.9-5 Footwear should also be appropriate for a professional office environment. Acceptable wear includes oxfords, loafers, pumps, boots, and flats. Sport shoes, tennis shoes, flip-flops or other casual footwear is not appropriate. Open sandal-type footwear requires the wearing of socks or hosiery.
- UNIFORMED EMPLOYEES** 3.9-6 Employees whose jobs require that they wear a uniform are expected to keep their uniforms in good repair and laundered.
- HAIR** 3.9-7 Employees should keep their hair clean and neatly trimmed. Hair that is styled, cut and/or colored in a manner that calls undue attention to you will be considered inappropriate. Employees who choose to wear beards and/or mustaches must keep them well groomed and neat trimmed. For those working around office or other mechanical equipment, hair should not be worn in such a style as to create a safety hazard (i.e., it should not block vision or have the potential of getting caught in equipment).

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
3. EMPLOYEE RESPONSIBILITIES**

3.9 APPEARANCE

3.9-8 If an employee requires a reasonable accommodation regarding their dress for bona fide religious reasons, they should contact their supervisor or the Human Resources Director.

**FAILURE TO
COMPLY**

3.9-9 Employees who refuse to comply with these policies, if endorsed by their elected official or department head, can be sent home to change into more appropriate attire. Repeated violation of this policy can lead to disciplinary action, up to and including discharge.