

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 33.1 through 33.2	Page 1 of 3
	SUPERSEDES: July 17, 2013	DATE ISSUED: November 14, 2018
SUBJECT: Appearance	AUTHORIZATION: Adopted by the Board of Supervisors November 14, 2018; to become effective immediately.	

33.1 Purpose

The purpose of this policy is to establish appropriate standards of work attire for employees and to provide guidelines for casual dress days. Police, Fire & EMS Career Staff and Volunteers and uniformed employees shall follow their department dress codes. Uniforms provided by the County are for use during working hours and for work related functions. Uniforms are not to be worn for personal activities of any kind. The term “employees” refers to all full-time, part-time, temporary, seasonal, grant-funded employees and interns/volunteers. The terms “dress” and “attire” refer to items worn as well as overall appearance.

Appropriate work attire should give the appearance of a conservative work environment; promote modesty, health, safety and the avoidance of distraction. As representatives of the County, it is the employee’s responsibility to demonstrate a positive image of professionalism, integrity and respect through their appearance. Employees shall not wear clothing and accessories that include any messages related to partisan politics or specific candidates or parties while engaged in County business.

Department Directors shall determine if any attire or the manner in which the attire is worn is inappropriate for conducting business on the County’s behalf. Department Directors shall be responsible for compliance with this policy and ensure that their employees are in compliance. Employees who are considered to be dressed inappropriately by their Department Director may be asked to return home to change into appropriate attire. The time spent for the employee to come into compliance with this policy will not be compensable.

33.2 Work Attire

The County recognizes that appropriate work attire may vary among departments, job positions and nature of work performed. Each Department Director shall be responsible for determining the appropriate dress standards for his/her department and educating employees as to those standards. However, standards of attire shall, at a minimum, meet the following guidelines:

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A. Uniformed Personnel

It is the responsibility of the employee to keep uniforms in a neat and orderly manner. Employees are expected to begin their work period with a clean uniform. The complete uniform must be worn at all times while on duty, and no uniform may be altered or changed in appearance. Any employee not wearing their assigned uniform will be sent home on their own time to change, and may be subject to disciplinary action. Upon termination or resignation of an employee, the employee is to return all County-issued uniforms to the County.

Employees are only permitted to wear their uniform one hour prior to commencing the work period, during the work period, and for one hour following the completion of the work period. Employees shall not wear their uniforms on off-duty hours in public places unless authorized to do so.

The County will provide an annual allowance for safety shoes to each employee whose position requires the wearing of protective footwear. Shoes are the personal property of each employee and he/ she is responsible for the necessary repairs and serviceability of the shoes.

Upon approval of the Department Director, employees required to wear safety shoes will be provided an allowance for replacement safety shoes no more than once in a twelve-month period and at an amount not to exceed \$140. If the cost of the shoes is over \$140, the employee shall pay the additional cost. Shoes are only provided when, in the opinion of the employee's supervisor, the existing shoes are in need of replacement.

All hats shall be worn appropriately and shall have professional appearance appropriate for the employee's position. Hats shall not contain logos, with the exception of the County of Prince George seal, which shall not be modified in any manner.

B. Non-Uniformed Personnel

All non-uniformed personnel are expected to dress appropriately, as determined by the Department Director, for their assigned duties and responsibilities. Clothing should be neat, clean, and appropriate for the particular work environment to which the employee is assigned. Employees are expected to maintain a neat and clean physical appearance, particularly those in positions where considerable public contact is required. The Department Director may require the employee to go home in order to change into appropriate clothing, and the employee may be subject to disciplinary action.

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C. Casual Friday

On Fridays, office staff is permitted to wear less formal clothing to their work site. This includes jeans and tennis shoes unless your department specifies a more stringent policy. All attire worn on Casual Friday must still meet the criteria of appropriate work attire as specified in Section 33.1. In addition, all clothing must be free from rips, tears, stains and/or holes and maintain a professional appearance. Employees who are scheduled to attend any meetings or conferences on Friday are to dress appropriately for the occasion. Casual Friday does not apply to uniformed employees.

The Casual Friday policy may also apply during times of severe inclement weather or as otherwise approved by County Administration (ex. James House Denim Day).

Department Directors shall determine if any attire, or the manner in which the attire is worn, is inappropriate for conducting business on the County's behalf. With the County Administrator's approval, Department Directors may make exceptions for documented business, religious, or medical reasons. Employees should address questions regarding appropriate attire to their Department Director prior to wearing the attire to work.

Department Directors and management staff shall be responsible for compliance with this policy. Employees who do not comply may be required to return home to change into appropriate attire and/or may be subject to disciplinary action. The time spent for the employee to come into compliance with this policy will not be compensable.