

Subject: DRESS CODE AND UNIFORMS**Date: September 17, 2008****Pages: 1 of 2****Replaces Policy Dated: July 10, 1993**

PURPOSE: To provide guidelines for the appearance of Pinal County employees when performing duties and conducting business for the County.

STATEMENT OF POLICY: Pinal County employees, including temporary, part-time and contract employees, are expected to represent the County to its citizens in an exemplary manner both in conduct and appearance. The attire worn by County employees is to be clean, neat, and in keeping with the nature of the duties performed. Elected Officials, Assistant County Managers, and Department Directors are responsible for determining and enforcing the dress code for their respective areas of responsibility. Each Department Director or Elected Official will create a Dress and Uniform Policy that outlines the requirements for their respective areas.

The use of the State Contract for Uniform Rental and Cleaning Services may be used in lieu of the purchasing and maintenance provisions of this Policy when considered more economical by the Department Director.

POLICY:

1. Employees are expected to wear "business casual" also referred to as "professional casual" unless otherwise designated by their Department Director.
2. Employees are to represent their Department in a professional manner both in conduct and appearance.
3. Department Directors will determine if uniforms will be worn by employees. When uniforms are required, the County will purchase the uniforms and the Department will have a written policy detailing the requirements of the uniform.
4. Employees are responsible for care and cleaning of uniform tops unless the Department provides this service to their employees.
5. At the discretion of the Department Director, uniform shorts, or other shorts approved by the Department Director, may be worn when uniform tops are worn. Otherwise, shorts are not permitted. Shorts and skirts are permitted at construction sites if approved by the Department Director, unless posted otherwise at the construction site.
6. Employees may wear blue jeans on "Casual Fridays" and/or when performing work in industrial areas or tasks subject to high exposure to soiling of clothes/uniforms, such as moving equipment/furniture, pulling cable or other related physical tasks.
7. Clothing is to be clean and without tears.
8. When at construction sites, closed toed footwear are required. Hard hats may be required before entering the sites as well. When shoes are required for safety reasons by the Department Director, employees may receive reimbursement up to \$100.00 per year for the purchase of the shoes.

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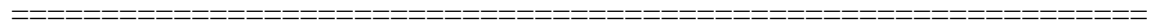
- 9. At time of resignation, termination or transfer to another County department, employees must launder and return uniform tops to their Department.
- 10. Uniform tops are not to be worn outside of the County during non-business hours or for non-business purposes.
- 11. If uniform tops become worn or unwearable, the employee must launder and return the top for a replacement top.

AUTHORITY AND RESPONSIBILITY:

- 1. Employees are responsible for:
 - a. Understanding and adhering to this Policy.
 - b. Using common sense and good judgment in the use of their issued uniform tops as determined by this Policy and their Department Director.
 - c. Advise Management of breaches of this policy.
 - d. Maintain reasonable precautions to safeguard their uniform tops from unauthorized use.
 - e. Sign the Dress Code and Uniform Acknowledgement Form prior to receiving initial uniforms.
- 2. Management is responsible for:
 - a. Understanding this Policy and related policies and documents.
 - b. Advising their staff about this Policy and appropriate use.
 - c. Monitoring and auditing use of this Policy.
 - d. Notifying the Supervisor when circumstances warrant monitoring or reviewing an employee's failure to comply.
 - e. Identifying, requesting and issuing of uniforms for their staff members.

FORMS:

- 1. Dress Code and Uniform Acknowledgement. (See Below).



DRESS CODE AND UNIFORM ACKNOWLEDGEMENT FORM

Employee Name (PRINT): _____

Employee Signature of Acknowledgement: _____

Date: _____

Uniform Type: _____