

### **13.000      APPROPRIATE AND PROFESSIONAL ATTIRE POLICY**

An employee's appearance contributes to the Trial Court's culture, reputation, and ability to instill trust in the people we serve. Trial Court employees are expected to present themselves in a professional manner that results in a favorable impression by court users.

- A.     Appropriate and professional business attire includes properly fitted clothing that is in neat and clean condition. Appropriate workplace dress does not include clothing that is revealing, or clothing with rips, tears, or frays. Examples of inappropriate clothing include tank tops, shorts, flip flops, slippers, leggings, gym/athletic wear, and pants made of blue jean material.
- B.     Appropriate attire for uniformed Facilities personnel can be found in the Trial Court's May 31, 2017 MOU with OPEIU, Local 6. Standards of appropriate attire for uniformed Security personnel can be found in the Court Officer Manual.
- C.     Trial Court managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet an appropriate and professional standard may be sent home to change and/or directed not to wear the clothing again.
- D.     Management may make exceptions for special occasions, in accommodation of an employee's medical needs, or in the case of inclement weather. In all instances, employees should seek prior approval before straying from professional business appearance or attire. An employee who is unsure of what is appropriate should check with their manager.

The above pertains to courthouses, Community Justice Support Centers, administrative offices and training facilities.