

Workplace Attire

PURPOSE

It is the responsibility of every employee of Monmouth County to dress appropriately in the work environment. This policy establishes guidelines for appropriate professional business and business casual attire during County business hours and official functions. Employees should note that their appearance matters when representing the County to co-workers, with clients, visitors and other parties. An employee's appearance can create a positive or negative impression that reflects on the County and its culture.

SCOPE

This policy applies to all full and part-time employees, seasonal and temporary employees, and paid and unpaid interns at any workplace location of Monmouth County. For purposes of this policy, professional business and business casual attire will be defined as an employee's overall appearance including clothing, accessories, hair, footwear, grooming, hygiene, fragrance(s) and body adornment(s).

Employees who have a practice, belief or disability that conflicts with this policy have the responsibility to notify their immediate supervisor. Monmouth County Human Resources will assist supervisors and employees in determining the most appropriate accommodation.

In the event that there is a conflict between this policy and its procedures, and any collective negotiations agreement, the terms and conditions of the agreement shall prevail with respect to the employees covered by that agreement. Employees of Constitutional Offices will be governed by the specific policies set forth by their Constitutional Officer.

POLICY

The County of Monmouth has established a policy of professional business and business casual attire to allow employees to work comfortably in the workplace while recognizing that all employees need to be aware they are representatives of the Board of County Commissioners, the County, the members of the public and each other.

It is recognized that within the County there are many diverse work environments. Nevertheless, employees are always expected to wear proper, professional business and business casual attire that is neat, clean,

pressed and properly fitted. Appearance must compliment an employee's particular work environment, while maintaining a professional image that reflects the County accordingly. Employees, therefore, should always use discretion and practice common sense when determining what to wear to work. Professional business and business casual attire is required for all non-uniformed County employees. Managers and supervisors are expected to wear attire that reflects the authority of their position. Uniformed and field personnel should be guided by the regulations of their unit and collective bargaining agreements.

PROCEDURE

Administrative Department Directors and Department & Division Directors are responsible for evaluating the attire and appearance of employees within their area of administrative responsibility. Managers and supervisors are responsible for monitoring and enforcing policy guidelines in their areas of management and supervisory responsibility. This includes counseling employees whose attire and/or appearance is not in compliance with the policy.

If an employee is found to be in violation of this policy, the employee may be sent home to correct the violation as well as issued a formal Notice of Counseling. The time away from the workplace to correct the violation will be counted against an employee's vacation or personal leave. Repeated violations of this policy will result in disciplinary action, up to and including termination of employment.

All employees are expected to recognize their obligation to comply with this policy as a condition of employment and to cooperatively contribute in a positive manner toward maintaining a professional image within the County.

ATTACHMENTS

The following guidelines offer assistance with regard to what is acceptable and what is not acceptable workplace attire.

- [Attachment A – Acceptable Attire and Accessories](#)
- [Attachment B – Unacceptable Attire and Accessories](#)
- [Attachment C – Summer Dress](#)

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