MADERA COUNTY
Dress Code Policy

General Statement

It is important that all employees, regardless of their function or assignment, recognize that they must represent to the public and to other agencies the professional standard and image of the Department for whom they work. Therefore, employees should exercise good judgment that aligns with County values and direction and be aware of the need to present a neat, well-groomed, and professional image consistent to the public we serve.

Guidelines

The guidelines of this policy are to be applied in a manner consistent with the nature of an employee's work environment. This includes work performed, degree and type of interaction with the public, any required uniforms, safety gear, or other work-related clothing, and any other circumstances related to an employee's performance of assigned work, as determined by the department head or designated authority.

A professional appearance should always be prioritized and align with the County's image. Employees are expected to abide by the following guidelines:

- Present neat, clean and professional appearance in their performance of duties at all times (unless the nature of the work requires otherwise)
- Practice personal hygiene that does not interfere with the public and/or co-workers in their work environment
- Present themselves, through their attire or any other manner of appearance, in a way that will not impede their ability to perform assigned work, be disruptive to the work environment, distract co-workers from the performance of their job duties, create health or safety concerns, or negatively affect the County's ability to provide services to the public (for example, by presenting the County in a negative light through attire, visible tattoos, piercings, etc.)

Except as approved by department head or designated authority based on the nature and needs of the work being performed, employees may not wear the following items:

- Clothing articles that are revealing or suggestive in nature
- Clothing articles that contain messages promoting offensive language, drugs or alcohol, illegal activities, inappropriate behavior or political statements
- Torn, ripped or frayed clothing
- Athletic wear (e.g. gym or sweatpants, leggings, spandex, shorts)
- Casual t-shirts
- Spaghetti straps or tank tops, unless covered by a jacket or sweater
- Clothing that exposes undergarments or midriffs

- Halter or tube-top type shirts
- Casual beach style sandals (i.e., flip-flops)
- Jewelry that detracts from a professional appearance or constitutes a health or safety hazard

Dress Code Accommodations

Any employee that requires reasonable accommodation for reasons based on religion, disability, or other protected category under federal, state, or local law, should contact Human Resources.