

Administrative Procedure

Alachua County, Florida

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

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7/17/2025

Workplace Attire

SCOPE: This procedure applies to all persons employed by the Board.

PROVISIONS:

1. In order to balance the County's image and workplace welfare with the employee's freedom to make wardrobe choices, casual business wear will be acceptable in the office environment during regular business hours.
 - a. Casual business wear means professional, properly sized, appropriately maintained and neat clothing, in good repair, that communicates a professional attitude and is appropriate to the duties of its wearer and the reasonable expectations of all persons with whom the employee will come into contact in the course of the employee's normal duties.
2. Department directors will communicate workplace attire guidelines. The guidelines may vary based on safety regulations, the tasks the employees perform and the customers they serve. These standards may be modified as deemed necessary.
3. **Inappropriate Office Wear.** The following examples are not an exhaustive list but include:
 - a. Apparel typically worn to the beach or for work in the yard or gym,
 - b. Clothing that is excessively revealing such as transparent material or attire that overly exposes areas of the body, such as halter tops, spaghetti strap tank tops.
 - c. Bedroom slippers or flip flops,
 - d. Garments meant to be worn as underwear,
 - e. Attire or visible tattoos with graphics or text that is disruptive to good order, or
 - f. Any attire that poses a safety hazard.
 - g. Remote or Hybrid positions need to follow the same guidelines as above.

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4. **Exceptions.** Departments may observe a “dress down day” each week that will be designated by the department director.

The department director may approve certain workplace attire exceptions on dress down day.

5. **Enforcement.** Each department director will interpret the workplace attire procedure in light of the appropriateness to the employee’s particular work environment and ensure employees are aware of department guidelines and interpretations.
 - a. Immediate supervisors shall be responsible for ensuring that their staff dresses in accordance with Board policy/procedures and departmental guidelines .
 - b. When an employee disagrees with the supervisor’s interpretation of the dress code, the department director, in consultation with HR, will determine if clothing meets the workplace attire standards.