

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.

Procedure No.: AP 2-3

Effective: 12/12/2017

Revision No.: 2

Review Date: 10/26/2017

Workplace Attire

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

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.
 - b. The general parameters for casual business wear include using good judgment about what to wear during work days and apply to both men's and women's attire.
2. Department directors will establish and announce in writing specific workplace attire policies. The policy may vary based on safety regulations, the tasks the employees perform and the customers they serve. These standards may be modified from time to time 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, 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

Administrative Procedure
Alachua County, Florida

- f. Any attire that poses a safety hazard.
4. **Exceptions.** Departments may observe a “dress down day” each week that will be designated by the department director.
- a. The department director may approve certain workplace attire exceptions on dress down day.
5. **Enforcement.** Each department director shall interpret the workplace attire policy in light of the appropriateness to the employee’s particular work environment and ensure employees are aware of department policies and interpretations.
- a. Immediate supervisors shall be responsible for ensuring that their staff dresses in accordance with Board and departmental policy.
 - b. When an employee disagrees with the supervisor’s interpretation of the dress code, the department director will determine if clothing meets the workplace attire standards.

County Manager

County Attorney