

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administration Document Number: POL-ADMIN-1013 Subject: Dress Code	Effective Date: 2/1/1997
		Revision Level: F Last Revised Date: 12/15/23

PURPOSE:

It is the purpose of this policy to define the standards for professional employee dress and personal appearance. Dress and personal grooming communicates a professional image to internal and external customers, potential employees, and helps to instill confidence in our ability to provide a high standard of quality services. Therefore, you are expected to be neat and clean and to dress for work according to generally accepted business and professional standards as dictated by your work assignment and as depicted in this policy. Employees should strive to dress appropriately for the work performed in a court environment. The Clerk of Superior Court’s (COSC) Office overall goal in this policy is to ensure maximum flexibility to maintain good morale, respect individual style, and give due consideration to sound business practice. Therefore, the guidelines in this policy serve as a tool to help you gauge what may or may not be considered appropriate.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. The following guidelines are intended to assist you in complying with the Clerk of Court’s Office neutrality.

If this policy causes concern due to a qualifying reason, please contact COSC Human Resources to discuss appropriate options for accommodation.

POLICY:

All employees will comply with the expectation of a professional appearance and adhere to the following guidelines. Questions about appropriate attire will be referred to the employee’s immediate supervisor. Further inquiries regarding appropriateness will be referred to COSC Human Resources. After one minor dress code violation, supervisors may direct staff to return home to change clothing and return to work in clothing conforming to the dress policy and guidelines. Any absence due to non-compliance with the dress code policy will be charged to vacation or leave without pay.

DETAILS:

I. Business Attire

The COSC Office encourages a business casual work environment. Business casual attire is permissible in the workplace but must be properly fitting in size and shape, neat, clean, and in conformance with safety standards.

In determining your attire, it is important to keep your daily schedule in mind. If you are attending external meetings or in a professional setting such as a courtroom, more formal business attire may be appropriate.

All footwear is expected to be professional and appropriate to the employee's position. Shoes are to be neat, clean and in good repair.

II. Grooming Standards

Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes regular bathing/showers, use of deodorant, and oral hygiene. Hairstyles, hair color, facial hair, sideburns and long hair must be kept well-groomed, clean neatly trimmed, and present a neat and professional style. Personal scents should be kept to a minimum and may be prohibited in some work areas.

III. Appropriate Attire:

Employees are expected to demonstrate good judgment and professional taste. Use courtesy towards coworkers and your professional image to customers as the factors you use to assess whether you are dressing in the appropriate attire. Please review the following guidelines to assist in determining your attire.

1. Dress pants, slacks, khaki's, jeans, skirts (approximately 2"-3" above the knee is deemed appropriate), and cropped pants (below the knee). Professional leggings are allowed if accompanied by a top that covers to the thighs.
2. Dress shirts, button down, polos, and collared shirts, professional sweaters, and blouses.
3. Jeans shall not be worn if you are scheduled for meetings with external customers or scheduled for in-person Courtroom duties.
4. Courtroom Clerks may wear jeans Monday through Friday if they are not scheduled to cover in a courtroom and may wear jeans in the Courtroom on Fridays if the Judicial Officer approves (as noted on the Court Information Sheet). If the Court Information Sheet does not include guidance, Courtroom Clerks are to assume jeans are not allowed. Courtroom Clerks should always have courtroom appropriate attire available should the need arise to cover in a courtroom and jeans are not permitted.
5. Uniform shirts will provided by COSC to a uniformed employee. Uniformed employees may also be approved to wear professional cargo pants. In addition, shorts are permitted for couriers and mail staff and must be at a professional length similar to other outside courier services, including Fed Ex, UPS, and Post Office.

IV. Prohibited / Inappropriate Items:

1. Clothing that may be deemed as sportswear, loungewear and unkempt clothing, among other options but not limited to flip-flops, thong shoes, non-uniformed hats, tank tops, t-shirts, sweatshirts.
2. Clothing with slogans, cartoons, inappropriate or obscene advertising, large logos, or offensive language.
3. Clothing not properly laundered or not in good condition (e.g., having tears, wrinkles or holes).
4. Revealing clothing including shorts, skorts, skirts of inappropriate length (including those with a longer mesh overlay), tank tops/halter tops, backless/strapless clothing, sheer or see-through garments that expose undergarments and clothing that exposes back, abdomen, breast or buttocks.
5. Offensive (or deemed as offensive) tattoos, piercings, and body art that are visible.

APPLICABILITY:

This policy applies to all Classified, Contract, Temporary or Unclassified COSC employees. Failure to adhere to the provisions of this policy may result in disciplinary action up to and including dismissal.

DEFINITIONS:

- I. Qualifying reasons: Include accommodating a religious practice, medical condition, temporary or long-term condition, other event as decided on a case-by-case basis or approved by the Clerk of the Court or his/her designee based on job duties.
- II. Offensive: Defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang membership, or gang activity, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, age or other protected classes as defined by local, state or federal government.
- III. Uniformed employee: Mailroom clerk, courier and information staff.

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
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-	N/A	Document Origination	2/01/97
A	N/A	Revised	12/01/09
B	Lois Rees	Formatting changes; Updated definitions; Added section II. A.4; Various wording changes	4/06/15
C	Christine Kelly	Updated to Controlled Document Index	7/14/15
D	Lori Fiscus	Revised Entire Policy	12/23/20
E	Lori Fiscus	Update definitions	4/09/21
F	Loraine Stokes	Updated format	12/15/23

AUTHORIZED SIGNATURES:

Issuing Authority:

Approving Authority:

Loraine Stokes
Director of HR and Development

Michael Nimitz
Director