

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1012 Subject: Uniform for Courier, Facilities, Mail and Information Desk Staff Page: 1 of 2	Effective Date: 05/01/09 Revision Level: B Last Revised Date: 7/22/15

PURPOSE:

It is the purpose of this policy to establish guidelines for the Couriers, Facilities, Mail, and Information Desk staff to wear a prescribed uniform in the Clerk of the Court's Office.

POLICY:

The Chief Deputy will be responsible for authorizing the style, quantity, purchase, and distribution of work uniforms. The uniform for the staff identified in the policy will typically consist of five department issued polo shirts with the Clerk of Superior Court logo. Additional uniforms may be purchased at the discretion of the Chief Deputy. Replacement uniforms will be managed by the immediate supervisor and only as required to be in compliance with this standard. Full length pants are acceptable, including cargo pants, but, must be professional. Shorts are permitted April 1st - November 1st 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.

Purchase of additional shirts will be the responsibility of the employee if outside the scope of normal wear and tear. Employees are responsible for laundering their own uniforms. Uniforms that are torn, permanently stained or damaged should not be worn and will be replaced by the Clerk's office. Lost or stolen uniforms will be replaced at the employee's expense.

Upon termination, the employee must return all uniforms to their immediate supervisor for inspection. Uniforms must be returned laundered and in good condition.

APPLICABILITY:

This policy applies to all Couriers, Facilities, Mail and Information Desk staff of the Clerk of the Court.

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	5/01/09
A	-	Revised	3/01/13
B	Christine Kelly	Updated to Controlled Document Index	7/22/15



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AUTHORIZED SIGNATURES:

Reviewed by:

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Administrator

Issuing Authority:

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Christine Kelly
Chief Deputy

Approving Authority:

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Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 9/22/15