

PERSONAL APPEARANCE – DRESS CODE (2:7)

POLICY It is the policy of the County of Bergen that employees present themselves in a neat, orderly, business-like manner and that each employee's dress, grooming and personal hygiene should be appropriate to their work environment and position. Personal grooming shall be in accordance with acceptable standards and job requirements.

PROCEDURES

I. GENERAL

- A. When required by the position (e.g., Security Department, etc.) uniforms shall be worn at all times when required and in accordance with individual department policy and collective bargaining agreements. Failure to wear required uniforms may be cause for disciplinary action. Uniforms shall be kept neat, clean and in good repair.
- B. Employees are expected at all times to present a professional image to the public and coworkers. Appropriate personal appearance is an ongoing requirement of employment with the County of Bergen. Personal grooming and hygiene standards that disrupt the working environment shall not be permitted. Clothing articles must be appropriate for your job position (e.g., tank tops are not suitable for an office environment.)
- C. Nothing contained in this policy shall restrict a department head from instituting a more restrictive appearance policy based upon the type of work being performed.
- D. Any employee who does not meet the standards of this policy shall be counseled by their supervisor and apprised of the appropriate dress, grooming, hygiene or uniform requirements. An employee who does not take corrective action may be subject to disciplinary action.
- E. Department heads may permit a deviation from these requirements subject to the approval of the County Administrator or his/her designee. Reasons include, but are not limited to:
 - 1. Religious accommodations and observances that do not violate safety standards;
 - 2. Sanctioned dress-down days;

3. To facilitate a support function such as equipment maintenance, grounds maintenance, etc.
- F. An employee who repeatedly violates this policy or does not meet the standards of this policy may be required to leave the premises. Any work time missed because of this failure to comply with the policy shall not be compensated, in accordance with the disciplinary action.