

Workplace Attire

PURPOSE

It is the responsibility of every employee of Monmouth County to dress appropriately in the work environment. This policy establishes guidelines for appropriate professional business and business casual attire during County business hours and official functions. Employees should note that their appearance matters when representing the County to co-workers, with clients, visitors and other parties. An employee's appearance can create a positive or negative impression that reflects on the County and its culture.

SCOPE

This policy applies to all full and part-time employees, seasonal and temporary employees, and paid and unpaid interns at any workplace location of Monmouth County. For purposes of this policy, professional business and business casual attire will be defined as an employee's overall appearance including clothing, accessories, hair, footwear, grooming, hygiene, fragrance(s) and body adornment(s).

Employees who have a practice, belief or disability that conflicts with this policy have the responsibility to notify their immediate supervisor. Monmouth County Human Resources will assist supervisors and employees in determining the most appropriate accommodation.

In the event that there is a conflict between this policy and its procedures, and any collective negotiations agreement, the terms and conditions of the agreement shall prevail with respect to the employees covered by that agreement. Employees of Constitutional Offices will be governed by the specific policies set forth by their Constitutional Officer.

POLICY

The County of Monmouth has established a policy of professional business and business casual attire to allow employees to work comfortably in the workplace while recognizing that all employees need to be aware they are representatives of the Board of County Commissioners, the County, the members of the public and each other.

It is recognized that within the County there are many diverse work environments. Nevertheless, employees are always expected to wear proper, professional business and business casual attire that is neat, clean, pressed and properly fitted. Appearance must compliment an employee's particular work

environment, while maintaining a professional image that reflects the County accordingly. Employees, therefore, should always use discretion and practice common sense when determining what to wear to work. Professional business and business casual attire is required for all non-uniformed County employees. Managers and supervisors are expected to wear attire that reflects the authority of their position. Uniformed and field personnel should be guided by the regulations of their unit and collective bargaining agreements.

PROCEDURE

Administrative Department Directors and Department & Division Directors are responsible for evaluating the attire and appearance of employees within their area of administrative responsibility. Managers and supervisors are responsible for monitoring and enforcing policy guidelines in their areas of management and supervisory responsibility. This includes counseling employees whose attire and/or appearance is not in compliance with the policy.

If an employee is found to be in violation of this policy, the employee may be sent home to correct the violation as well as issued a formal Notice of Counseling. The time away from the workplace to correct the violation will be counted against an employee's vacation or personal leave. Repeated violations of this policy will result in disciplinary action, up to and including termination of employment.

All employees are expected to recognize their obligation to comply with this policy as a condition of employment and to cooperatively contribute in a positive manner toward maintaining a professional image within the County.

ATTACHMENTS

The following guidelines offer assistance with regard to what is acceptable and what is not acceptable workplace attire.

- [Attachment A – Acceptable Attire and Accessories](#)
- [Attachment B – Unacceptable Attire and Accessories](#)
- [Attachment C – Summer Dress](#)

Updated June 7, 2022

Workplace Attire Policy

Attachment A – Acceptable Attire and Accessories

(This is not intended to be an all-inclusive list)

Monmouth County Identification Badges

- County identification badges must be always worn at all times while on duty.
- The identification badge must be worn in a visible, upright position around the neck with a lanyard or attached to clothing by a suitable apparel fastener.
- Identification must be readily visible to all others with whom the employee interacts and must be free of any material that otherwise covers the photograph of the employee.
- The employee's identity, work assignment and supervisor's name must be revealed to a member of the public upon request.
- This section applies to non-law enforcement only.

Attire

- All attire must be clean, pressed and properly fitted.

Shirts/Blouses/Tops

- Must cover the back, chest, shoulders, and midribs to always ensure propriety, including times when reaching, stretching, bending, etc.
- Collar golf or polo style shirts/blouses with long or short sleeves.
- Collar, turtleneck, crew or V-neck long sleeve sweaters.
- Banded, mock-turtleneck style shirts/blouses/tops, long or short sleeves.
- Sleeveless blouses must be a minimum of three inches long from shoulder.

Trousers/Slacks

- Business, shoe-length trousers or slacks (wool, cotton, polyester blends).
- Capri style slacks must be no shorter than mid-calf.

Skirts & Dresses

- No shorter than two inches above the knee.
- Split at or below the knee.
- Sleeveless dresses must be a minimum of three inches long from shoulder.

Accessories & Jewelry

- Should be modest, conservative, and non-dangerous
- Visible body piercing is limited to the ears.

Hair

- Hair, including facial hair, should be clean, trimmed and well groomed.
- Hair should be kept out of the eyes.
- Hair color must be a natural hair color, customary to the work environment.

Footwear

- All footwear must be clean, safe and in proper condition, and appropriate to the employee's work assignment.
- Business leather or walking sole lace-up, oxford, monk strap, loafer, flats, and boots.
- Business dress or backless, closed or open-toe heel.
- Socks/stockings should always be worn.
- Stockings are optional during summer-type weather.
- Dress sandals.
- Open toe/heel shoes and dress sandals are only acceptable with clean, well-groomed feet.

Grooming and Hygiene

- Employees must be clean physically (body, teeth, nails, etc.) and free from any offensive odor.
- Applied fragrances such as perfumes, colognes, aftershaves, hairspray and other personal care products must not carry a pervasive odor in consideration of individuals who may have allergic reactions to certain chemicals contained within applied fragrances. A general rule to follow: another person should not be able to smell the fragrance from more than three feet away. Acceptable fragrance applications are the ones that are barely noticeable.
- Nails should be trimmed and well groomed. Fingernail length and decorations must be safe and functional in length and customary to the work environment.
- Makeup should be professional and neat without extremes.

PROFESSIONAL BUSINESS ATTIRE

Suits

- Business suits with matching jacket and trousers/dress/skirt.
- Business blazers and jackets.

Skirts & Dresses

- Business dresses and skirts (wool, cotton, polyester blends).

Shirts/Blouses/Tops

- Collar dress shirts/blouses with long or short sleeves.

Accessories

- Business, professional ties.

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Attachment B - Unacceptable Attire and Accessories

(This is not intended to be an all-inclusive list)

Attire

- Generally, attire may not be soiled, sloppy, ill-fitted or have an un-clean odor.

Shirts/Blouses/Tops/Dresses/Skirts/Dresses/Ties

- May not be excessively tight, sheer, see-through, short, expose the back, chest, or midriffs.
- Denim or material resembling denim.
- Thin strapped, such as spaghetti straps, or athletic straps such as a tank top.
- Strapless tops such as tube tops.
- Athletic wear such as a sweatshirt or any material resembling sweatshirt material.
- Hooded tops of any type.
- Lounge or pajama type tops or any material resembling such.
- Beachwear of any kind, including sun or beach dresses or cover-ups.
- Skirts or dresses that are shorter than two (2) inches above the knee.
- Tee shirts or any top resembling tee shirt material.
- No obtrusive or oversized logos or sayings of any type, whether in print or stud style or any other such means.
- No sexually related or obscene references, gestures, pictures or slogans of any type.

Suits/Blazers/Jackets/Trousers/Slacks

- Overly large, ill-fitting, or baggy pants such as painter's pants, coveralls or overall-type
- Overly small or tight pants that expose or outline undergarments.
- Pants made of any type of denim or material resembling denim.
- Camouflage clothing.
- Excessive ornamentation such as studs, buttons, zippers, beaded trimmings.
- Leggings, jeggings or bicycle pants or any other form-fitting pants.
- Sweatpants, exercise pants, or warm-up/track suits including velour suits.

Footwear

- Athletic shoes of any type, including sneakers.
- Thongs/flip-flops, beach/rubber/plastic/casual/athletic/t-strap sandals or shoes.
- Slippers.
- Bare feet or no shoes.
- Rugged outdoor footwear such as work, hiking, storm or snow boots or galoshes may not be worn inside the office environment for a prolonged period of time unless part of an approved uniform.

Accessories and Jewelry

- Body piercing jewelry may only be worn on the ear. No other areas of the body may be visible with body piercing jewelry such as nose, eyebrow, lip, tongue and navel.
- Ear cuffs or ear lobe stretchers.
- Sunglasses may not be worn indoors unless medically necessary with proper medical supporting documentation.
- Ear buds, Bluetooth wireless telephone or other similar devices.
- Proprietary insignias, political buttons or inappropriate lapel pins unless they are directly authorized for County-sponsored/related events or by collective negotiations agreement or are part of an approved uniform.
- Other distracting or unprofessional non-Monmouth County-related items or those determined unsuitable by management under this policy.

Hair

- Hair dyed a color anything other than a naturally occurring hair color, including extreme shades of a natural color.

Hats/Head Coverings

- Caps, hats and other head coverings may not be worn inside the office environment other than those for religious or cultural purposes.
- Other distracting or unprofessional head coverings or adornments as determined unsuitable by management under this policy.

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Attachment C – Summer Dress

(This is not intended to be an all-inclusive list)

During the summer months, beginning on Memorial Day and ending on Labor Day, Summer Dress may be observed on days when an employee has no public contact. Professional business and business casual attire remains appropriate for all non-uniformed County employees when interacting with the public. Managers and supervisory employees continue to be expected to wear attire that reflects the authority of their position. Uniformed and field personnel should be guided by the regulations of their unit and collective negotiations agreements.

The following is a guideline of acceptable and unacceptable Summer Dress attire. Managers or supervisors may determine if an employee is dressed inappropriately for the workplace within these guidelines. If employees are found to be in violation, they may be sent home to correct the violation, in accordance with the procedures set forth in the Workplace Attire Policy.

Acceptable Summer Dress

- Polo or golf shirts
- County logo shirts
- Khaki pants or slacks
- Dress Capri pants (no shorter than mid-calf)
- Sleeveless blouses (no less than a two-inch strap)
- Dresses/skirts (no shorter than two inches above the knee) with/without pantyhose
- Dress sandals
- Casual shoes

Unacceptable Summer Dress

- Shorts or skorts
- Jeans of any color
- Logo clothing (sport teams, cartoon characters)
- T-shirts
- Flip-flops or thong sandals
- Beachwear
- Athletic shoes or sneakers of any color
- Spaghetti strap dresses or tops, strapless / halter tops, crop or tank tops
- Sweatpants or leggings
- Athletic or exercise wear
- Tight, revealing or otherwise inappropriate clothing
- Clothing that is ripped, frayed, stained or messy

Tattoos and piercings are to be concealed unless they are deemed appropriate for religious or cultural purposes.

Please refer to Attachments A and B of the Workplace Attire Policy for additional guidance on attire, accessories and jewelry, hair, footwear, grooming and hygiene.

Monmouth County Identification Badges must be worn at all times while on duty.