

COUNTY OF MORRIS

DEPARTMENT OF EMPLOYEE RESOURCES

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MEMORANDUM

TO: Constitutional Officers
State Appointed Officials
Department Directors
Division Heads
Boards, Commissions, Authorities

FROM: Allison Stapleton, Director of Employee Resources 

DATE: March 13, 2023

SUBJECT: Administrative Directive – Workplace Appearance

As the workforce returns to the office, it is important that employees maintain a neat and clean appearance that is appropriate for the workplace setting and the work being performed. Employees are to be properly dressed for meetings, and other interactions with co-workers and the public. A well groomed and professionally appropriate appearance is expected at all times.

Kindly review the sample list of inappropriate work attire below, not intended to be all inclusive:

- Athletic shoes
- Sandals
- Flip flops
- Jeans
- Shorts (All lengths)
- Workout clothing or leggings
- Torn, dirty or frayed clothing
- Graphic t-shirts or Sweatshirts
- Tank tops, midriff tops or halter tops

It is anticipated that employees will be able to utilize their own discretion in determining suitable clothing for the workplace. However, when there are situations where guidance is required it is the responsibility of supervisors to communicate appropriate standards and to notify his/her employees if their appearance does not meet these standards. As such, please ensure that this directive is shared with all managers, supervisors, and employees.

Of course, exceptions are recognized for those employees required to participate in manual or physical labor situations, and for other unique situations, i.e., employees required to visit construction sites or undercover law enforcement activities. It is the manager's prerogative to determine whether their particular workplace allows for employees to be permitted to wear jeans on Fridays.

I thank you for your assistance in ensuring that all employees project a professional and suitable image to the public and fellow co-workers.

AS:ck