

**EDGECOMBE COUNTY  
SUPPLEMENT TO PERSONNEL ORDINANCE**

**ARTICLE V. CONDITIONS OF EMPLOYMENT.**

**Section 8. Dress Standards (updated)**

**A. Purpose**

The purpose of this policy is to encourage County employees to adopt standards of dress, grooming and hygiene which will enhance their professional image with the citizens of Edgecombe County and with their fellow employees.

**B. Personnel Affected**

This policy applies to all employees who are not required to wear County-issued or agency prescribed uniforms.

**C. Determination of Appropriate Dress**

Determinations as to the appropriateness of employees' dress, grooming and hygiene will be made by the Department Head or Supervisor. Employees are expected to use their best judgment, keeping in mind the goal of presenting a professional appearance in the workplace.

**1. Appropriate dress for Men:**

\* suits, sports jackets, sweaters, turtlenecks, collared shirts with or w/o tie, polo shirts, denim shirts except stonewash, dress slacks, banded collar shirts and khaki pants.

**2. Appropriate dress for Women:**

- \* long pants or dress crop pants/slacks, khaki pants, dresses, skirts and suits (no shorter than 3 inches above the knee)
- \* Dress Capri slacks below the knee are acceptable. No cargo look, ties, drawstrings, rollups, or cuffs at the bottom
- \* skirts with splits are acceptable if split is no higher than 3 inches above the knee
- \* denim skirts, dresses and shirts except stonewash
- \* sandals are acceptable as long as they are dress sandals including thong sandals (no flip flops, beach shoes or crocs)

**Examples of Inappropriate Dress:**

- \* shorts or mini skirts
- \* skin tight clothing
- \* midriff tops, tank tops, T-shirts, spandex bike shorts or pants
- \* athletic clothing (i.e., jogging suits or wind suits)
- \* sundresses, halter tops, spaghetti straps

- \* culottes or skorts
- \* excessively baggy, low riding, wide legged jeans
- \* leggings or stirrup pants
- \* athletic shoes, beach shoes, flip flops or crocs
- \* sandals for men
- \* stonewash denim, denim with tears or rips

#### **D. ENFORCEMENT**

Employees who report to work dressed inappropriately will be:

**1st Offense:** Directed by their department head or supervisor to return home for the purpose of changing clothes. The time required to do this will be taken as **EMPLOYEE VACATION LEAVE.**

**2nd Offense:** Same as 1st offense. Employee will also be subject to disciplinary procedures.

#### **E. EXCEPTIONS**

##### **1. RELAXED FRIDAY ONLY WEAR:**

- \*Jeans allowed as determined by the County Manager
- \*Holiday Painted sweatshirts **ONLY DURING THE HOLIDAY SEASON**

***EXCEPTIONS FOR FRIDAY: WHEN ATTENDING MEETINGS OUTSIDE BUILDING OR ATTENDING A SCHEDULED IN-HOUSE MEETING WITH VISITORS PROFESSIONAL ATTIRE MUST BE WORN***

##### **2. Exceptions to the standards of dress may be made under special work circumstances as designated by the Department Head.**

This amendment will be reviewed and/or updated periodically to address the fast changing fashions within our society, therefore items not specifically addressed as appropriate will be considered inappropriate until an update is performed.

Updated September 2009.  
Adopted by the BOC 9-8-2009