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cc Pauline, See, Mary 12/19/07*

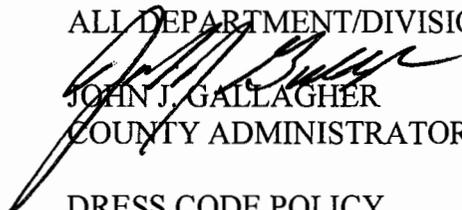
PASCO COUNTY, FLORIDA

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COUNTY ADMINISTRATOR'S OFFICE
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December 5, 2007

TO: ASSISTANT COUNTY ADMINISTRATORS
ALL DEPARTMENT/DIVISION HEADS

FROM: 
JOHN J. GALLAGHER
COUNTY ADMINISTRATOR

RE: DRESS CODE POLICY
(ADMINISTRATIVE DIRECTIVE #62)

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image presented to the public. As such, Department/Division Heads will implement the following Dress Code Policy in their area of responsibility effective January 1, 2008:

- 1) All employees are responsible for presenting themselves to our citizens and the community in a manner that supports acceptable standards of good professional grooming and etiquette. Dress and personal grooming which communicates a professional image to our citizens helps to instill confidence in our ability to provide a high standard of quality service. While the County recognizes the need and desire of employees for individual expression, we also recognize the varying cultures, ages, health, and tastes of our community. For this reason, anything that could be considered a safety hazard, offensive, distracting or otherwise diminish the confidence of our citizens in our ability to deliver quality services will not be permitted.
- 2) Employees will be expected to exercise good judgment in their choice of work clothes. All clothing must be clean, neatly pressed and in good repair and appropriate to the work setting. All clothing should be tailored to ensure that it is not tight,

baggy, short, revealing, or scanty. Any clothing, or lack of clothing that is distracting in appearance or is inappropriate, either due to fit, cut or style (Capri-style pants, low-cut tops, t-shirts, sneakers, flip-flops) is not permitted.

- 3) Employees having a conflict with any aspect of this policy, based on cultural or religious traditions or medical reasons, may request an exemption. The employee must place the request in writing to his/her Director. The Department Director and the Personnel Director shall review the request and determine whether an exception will be granted.
- 4) Department Directors, subject to approval by the Personnel Director, may establish a more specific dress code for their Department that is consistent with the intent of the portrayal of a professional image at all times. Appropriate clothing for the job duties and the level of citizen contact to be experienced should be the primary consideration.
- 5) Supervisors are responsible for enforcement of the dress code. Employees may be sent home to change if they are out of compliance with the dress code. This time will be unpaid leave. Failure to comply with counseling may result in disciplinary action, up to and including termination.
- 6) General Guidelines:

- a) BOARD OF COUNTY COMMISSIONERS' MEETINGS:

Any staff person who appears before the Board of County Commissioners or one of its appointed boards or advisory committees must wear appropriate attire. This may include a coat or tie for the men and skirts, slacks, pantsuits or dresses for the women.

- b) CASUAL FRIDAYS:

Employees will be allowed to wear polo shirts with casual pants that are clean, pressed and neatly maintained.

- c) UNIFORMS:

- 1) Employees who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean, pressed and neatly maintained.
- 2) Employees who terminate employment are required to return uniforms issued to them. Failure to return clean and serviceable uniforms, allowing for normal wear and tear, will result in replacement or cleaning costs being withheld from the final paycheck.

- 3) Employees and volunteers shall exercise caution in their conduct when wearing apparel with insignia, logos or language indicating an affiliation with Pasco County in order to not bring discredit or reflect negatively upon the County.
 - 4) Hats are not to be worn unless they are required as part of a uniform for safety reasons. Hats will be removed when indoors. This subsection is not applicable to employees of the Bargaining Unit.
- d) FOOTWEAR:
- 1) All footwear will be clean and should be sturdy, stable and safe.
 - 2) Footwear should be appropriate to the duties and responsibilities of the employee.
- e) PERSONAL GROOMING:
- 1) Employees should be sensitive to the fact that customers and other employees may have sensitivity to aftershaves, colognes, and perfumes and they should be used in moderation.
 - 2) When wearing jewelry to work, employees should select jewelry that projects a professional image.
 - 3) Tattoos must not be offensive. Tattoos should contain no nudity or obscenities nor promote any racial, ethnic slurs or criminal behavior. Tattoos of this nature must be covered at all times with clothing or bandages.

Attachment: Article from *The Tampa Tribune* dated April 29, 2007

CAREERSEEKER

SUNDAY, APRIL 29, 2007 • 813-259-7500 • TBO.com

Employers tighten office dress codes

By BOB WEINSTEIN
Special Sections correspondent

Many companies are tightening their dress codes. "Casual Fridays" are not going to disappear, but they are being redefined. Depending upon the company and industry, many organizations are reverting to more formal standards.

In 2007, the notion of "dressing down" may no longer mean that anything — torn jeans, old sneakers and faded T-shirts — goes.

Dress requirements are becoming more stringent because the marketplace is more competitive. One way to fend off competition from Web-based entrprises is to improve customer service. Along with having great people skills, companies want their employees to project a professional, neat and clean image. Every employee, no matter what his or her job function, is a representative for the company. Beyond projecting a professional image, appropriate dress also demonstrates a respect for your customers.

This especially applies to workers who have direct contact with customers. But stricter dress codes are being enforced across the board to back-office and IT workers as well.

Many company heads report that productivity has dropped on Fridays because relaxed dress codes were interpreted by workers as an opportunity to goof off.

Ninety-three percent of managers polled by Menlo Park, Calif.-based temporary staffing firm Office Team, a division of Robert Half International, said a person's

style of dress at work influences his or her chances of earning a promotion.

"A polished appearance lends credibility and may help employers envision the staff member in a role with greater responsibility," said Diane Domeyer, Office Team's executive director.

"Attire is not the only thing workers are judged on, but it is part of the equation," she adds. "While a proper wardrobe alone won't earn you a promotion, dressing inappropriately could cost you one."

Stacy Urbanic, branch manager of staffing firm Robert Half International's Tampa office, says that there has been a noticeable trend toward moving back to a more professional look. She's seeing it in all industries, not just the traditionally conservative banking and financing companies.

"The majority of our clients are asking us to send them candidates who present themselves in professional attire," Urbanic says.

"That means full suits and ties rather than business casual, which means sports jackets and slacks. For women, it's pretty much the same thing, appropriate skirt and jacket. Jeans are no longer acceptable and some companies frown on khaki slacks as well."

Yet dress codes tend to be more relaxed for many IT workers, especially programmers and PC-help desk representatives, says Erica Jorn, a recruiter at technical staffing firm Apex Systems' Tampa office.



Diane Domeyer, Office Team's executive director, said a proper wardrobe gives credibility to staffers.

"Our Florida clients are more relaxed about dress codes than clients in our other offices across the country," Jorn observes.

Yet there are clear distinctions concerning professional attire for management and everyone else. "Directors and senior management are expected to respect business professional attire all the time; for everyone else, business casual is OK," Jorn says.

Check it out

How do you check out a company's dress code?

- Browse the Web site. Some companies are specific about

their dress requirements, while others mention it yet leave it open to interpretation.

Federated Department Stores is a good example. Its Web site says, "Our flexible dress code allows you to dress casually and comfortably — a benefit enjoyed by everyone."

Many health care providers, however, leave no room for interpretation. They present explicit guidelines on what is acceptable for hairstyles, makeup and jewelry, plus many other items not traditionally included in dress codes.

You'll get a clear reading on a company's dress code by reading its mission statement and learning about its career tracks. Look at photographs of its workers. Are they wearing suits and ties, or are they casually attired? What kind of image is the company trying to portray? A lot of thought goes into preparing corporate Web sites. It's not just about providing information, but also about explaining their mission and corporate culture to customers and job candidates.

- Speak to employees. Nothing beats information right from the source: a company's employees. Through a friend or relative, you might be able to call an employee who can answer all your questions.

- Hang out in the parking lot. If you can't speak to an employee, try hanging out in the parking lot and watching workers going to and from work. Do it a few times and you'll be able to separate the fast-track execs from the rank-and-file employees.

- Attend job fairs. Job fairs

remain one of the best information sources. Not only can you ask questions, but you can get a sense of what the company is about by observing its recruiters. They are hand-picked representatives for the company. When gathering information, ask if the company has a dress code.

- Speak to HR. The human resources folks are the ones who both define and administer corporate hiring and workplace policies. A fast call to an HR assistant might give you a crisp summary of the company's dress code. But don't make that your sole source.

Let common sense guide you

The rule of thumb is that any job that requires customer contact is more likely to put greater emphasis on how you dress and the impression you make.

The workplace is not a platform for making a fashion statement. Looking the part is as important as doing a great job. Avoid excess of any kind. Too much jewelry and extreme haircuts or outfits are to be avoided. Think conservative dress and you'll be OK. If you stand out in a crowd, you'd be wise to rethink your work attire.

Put yourself in your employer's shoes. If it were your business, how would you like your employees to dress? Now that the shoe is on the other foot, I doubt you'd say, "Anything goes," and downplay its importance. Whether you're selling a product or service you want your people to present a professional image.

The dress code prohibits Capri pants. However, we have heard from some of our employees during our meetings around the County that they would like us to reconsider that policy. After some research and discussion, **we have decided that it would be acceptable for our female employees to wear cropped pants, as long as they are professional in fabric and appearance.** Please see below newspaper clipping that provides an example of appropriate work attire vs. those styles that would be considered inappropriate for a professional work environment.



CROPPED PANTS: Dark colors in a dressier fabric can be very work-appropriate when paired with heels or a fancier sandal or strappy shoe.



SLIM APPEARANCE: Choose shorts in a lightweight fabric like poplin in a length just above the knee.



APRIS: Look great on curvier women, just make sure they aren't too snug, which can accentuate a bigger butt and legs.



ROLL-UP OR CUFFED: These shorts tend to flatter a thin frame because they break up the leg. And a lightweight denim won't add extra bulk.

Photos from Dressbam

PHOTOGRAPH BY JEFFREY MAYER FOR ELLE.COM + MAKEUP BY JENNIFER HANDEL + STYLING BY JESSICA ROBERTSON