

County of Monterey Board Policy Manual

Policy Name County Professional Image Policy	Policy Number P-125	Page 1 of 2
Policy Category Personnel		

I. Purpose

The purpose of the County Professional Image Policy is to define generally acceptable standards of dress and appearance for County of Monterey employees and promote a professional atmosphere for the public, visitors and co-workers.

II. Background

The County establishes the policy to set standards and expectations of our County organization and culture that fosters respect for both those we serve and ourselves.

III. Policy

It is the policy of that all County employees dress during regular working hours in accordance with generally accepted business and professional standards as required by their departments.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's guidelines depending on the nature of the work environment, work performed, involvement with the public, or other circumstances as defined by the department head.

IV. Protocols

1. All staff are expected to be neat, clean, well groomed, and professional in appearance when reporting for work, in accord with requirements of the job.
2. Displays of union-related clothing, buttons, stickers, etc. that conform to applicable legal standards are acceptable.
3. Shoes are required in the workplace.
4. Unacceptable items include but are not limited to:
 - a. Clothing printed with inappropriate text or images, including for example pornography, hate speech or threats of violence;
 - b. Torn, ripped or frayed clothing;

- c. Tight, sheer or revealing clothing. Examples may include visible undergarments, halter tops, tank tops, spaghetti straps, low cut blouses, muscle shirts, shirts that expose the midriff or mini- skirts; and
- d. Shorts or sportswear (e.g. jogging suits, yoga or sweat pants) unless they are specifically required for a position.

V. Exceptions

Nothing in this policy is intended to abridge any employee's rights pursuant to, state or federal laws relating to non-discrimination provisions or to hinder the advancement of diversity at the County of Monterey.

If questions arise, supervisors shall contact their department's human resources professional.

VI. Non-Compliance

It is the responsibility of each manager and supervisor to ensure consistent application of this policy within their department. Non-compliance with this policy may result in corrective action, which may include discipline. Managers and supervisors are directed to seek advice from their department's human resources professional in applying/interpreting this policy.

VII. Review Date

- a. This Policy will be reviewed for continuance by October 22, 2023.

VIII. Board Action

- a. Legistar File No. 18-1055, October 23, 2018.