

Office of Court Administration

Dress Code Policy

Revised: November 1, 2008

Approved by: _____
Carl Reynolds

Office of Court Administration Dress Code Policy

Dress Code

As a representative of OCA and of the courts, an employee's appearance is a direct reflection of the level of professionalism in the agency. For this reason, all employees who interact with or are seen by agency customers or visitors should dress in a manner that is in keeping with accepted standards of professional attire.

Casual days

More casual attire may be worn on Fridays, skeleton crew days, equipment-moving days, weekends, and holidays, unless management notifies employees otherwise.

Inappropriate Attire

The following items are inappropriate for this office:

Clothing that is too revealing, such as tank tops, halter tops, or midriff-baring tops;

Clothing that is too casual or unkempt, such as undershirts, T-shirts with slogans or advertisements, untucked shirts that are designed to be tucked in, shorts, short culottes, flip-flops, shower shoes, sweat suits, warm-ups, or other exercise clothing; and

Body-piercing jewelry (except earrings) that is visible to the public.

Procedure

A supervisor or director who observes a violation of this policy should immediately bring their concerns to the attention of the employee's direct supervisor. The employee's direct supervisor is responsible for speaking with the employee and for initiating the appropriate action, which may range from a request that the employee not wear that particular article of clothing to the workplace again, to sending the employee home (on their own time) to change clothes.