
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 217
EFFECTIVE DATE: 06/17/08
REVISED: 12/05/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: DRESS AND GROOMING

I. Policy

Each employee is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with his/her supervisor.

The employer may also establish special requirements based on safety concerns. If the employee feels aggrieved by the dress and grooming requirements of his/her department, s/he may use the dispute resolution process provided in the employer's personnel policies.

In setting standards for dress and grooming, supervisors will consider the following factors:

1. The specific nature of the work and the work environment.
2. The attire of other employees engaged in similar work.
3. Safety considerations such as necessary precautions when working with or near machinery.
4. The nature of the employee's public contact, if any.
5. The effects on others of the attire or grooming such as heavy scents when coworkers have allergies.

II. Enforcement

When the employer believes an employee's dress or grooming does not comply with established standards, the immediate supervisor will discuss the issue with the employee. If counseling fail to result in the desired response, the supervisor may initiate disciplinary action. An employee who disagrees with a supervisor's judgment on matters of dress and grooming shall address the issue with the next level Supervisor or Administrative Officer or use the dispute resolution process described in the employer's personnel policies.

III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.