

DRESS CODE, UNIFORMS AND WORK CLOTHES

The purpose of this policy is to establish guidelines for dress code, uniforms and work clothes, particularly when using County funds to purchase work uniforms or work clothes for employees.

Elected officials/Department Heads may set dress code requirements for their employees to reflect the needs of the office or department. Employees must abide by the guidelines of the Elected Official/Department Head, and address questions regarding dress code to their supervisors.

Exceptions to a dress code for religious, disability or other accommodation, if needed, should be discussed with the employee's supervisor and/or Human Resources.

A uniform is generally an entire outfit that is **required** to be worn at all times at the workplace, and may include shirts, pants, shoes, hats, jackets, and other necessary clothing.

Uniforms may be purchased by Elected Officials/Department Heads using County funds by following budget and purchasing guidelines. Uniforms are the property of the County, not the individual employee, and shall be returned to the County upon separation of employment.

Elected Officials/Department Heads may set guidelines for the issuance and wear of uniforms as needed in their respective office or department. Employees must follow the specific uniform guidelines of their office/department.

Elected Officials/Department Heads may approve the use of certain clothing items that bear the County seal and name of the office or department which employees may purchase and wear at their option. Because the clothing bears the County seal, it should be well-maintained and employees should be mindful of the way they represent the County while wearing such clothing in public.

In certain limited circumstances, Elected officials/Department Heads may use county funds to purchase work clothes for employees. Normal budget and purchasing guidelines must be followed. To qualify for use of County funds, clothing must serve a public purpose by facilitating public recognition of an employee when performing duties in a public setting where identification is necessary. An employee assigned to a designated area or function of an office may be considered a recognized employee when the nature of the position requires identification by the public.

Work clothes should be limited to clothing worn in public settings where employee identification is necessary and must be required attire for all employees within the applicable work group. Work clothes are generally a single piece of clothing, such as a shirt, that employees are required to wear at specified times or while performing designated public-facing duties. The clothing is the property of the County, not the individual employee, and shall be returned to the County upon separation from employment.

General guidelines for County purchased uniforms and clothing include:

1. The recipient of the uniform or clothing must be an employee of the County.
2. The uniform or clothing must be **required** attire, not optional.
3. The uniform or clothing must be clearly marked with the County Seal and the name of the specific office/department or with the official seal, badge or emblem of the office (e.g. Sheriff's Office).
4. County-issued uniforms and clothing should only be worn at work and while commuting to/from work and should not be worn as ordinary clothing outside the employee's course of employment with Hutchinson County. Exceptions to this guideline may apply in some circumstances for law enforcement employees.
5. Jackets and other protective outerwear may only be provided if an employee's job duties must be performed outdoors on a regular basis and use of the employee's personal outerwear is not permitted.
6. Employees may be required to replace lost uniforms or clothing or items damaged beyond normal wear.

7. Upon termination of employment the employee shall be required to return all County-issued uniforms and clothing to the Elected Official/Department Head. With prior authorization, the cost of unreturned items may be deducted from an employee's final paycheck.

The County Seal is as shown below with no alterations. Any department or office name should be displayed below the seal or opposite of the seal, not on or in the seal.

