

**CUYAHOGA COUNTY EXECUTIVE
ARMOND BUDISH
Department of Human Resources**

PROFESSIONAL ATTIRE

All Office employees represent the Fiscal Office when they report to work either at the Office or in other venues. Professional appearance and demeanor are expected to further the Office's mission. This Policy establishes guidelines that employees are expected to follow in their capacity as Fiscal employees.

DRESS AND PERSONAL APPEARANCE

Employees shall dress professionally and present themselves in a manner appropriate for a business environment. The standard dress for all employees shall be business casual attire. Listed below are guidelines for appropriate dress. Employees representing the Office at outside events that call for more formal attire should dress in a manner appropriate for such an event.

A. STANDARD ATTIRE FOR MEN

Khakis or Dress Slacks w/Belt or Suspenders if pants have belt loops
Dress Shirts, long or short sleeved, that button down the front with tie (Jacket optional)
Turtleneck or Mock Turtleneck (seasonal)
Dress Shoes
Socks required

B. STANDARD ATTIRE FOR WOMEN

Dress Slacks
Dresses and Skirts of professional knee length
Blouses
Sweaters
Cropped or Dress Capri Pants
Dress Shoes w/socks, hose or tights
Dress Sandals (Hose Optional)

C. EXAMPLES OF INAPPROPRIATE ATTIRE

Denim, both Shirts and Jeans
Shorts
Yoga Pants/Leggings
T-Shirts
Sweatpants/Sweatshirts
Clothing with Logos (other than small manufacturer brand/trade marks)
Stretch or Spandex type materials

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C. EXAMPLES OF INAPPROPRIATE ATTIRE (continued)

Cargo Pants
Tank Tops, Halter Tops or Midriff Tops
Casual Capri Pants
Mini Skirts
Hats or head covers (unless otherwise excused for religious or medical reasons)
Athletic/Tennis shoes (Sneakers), Crocs, Rubber Shoes and Flip Flops, boat shoes.

D. DRESS-DOWN DAY ATTIRE

Certain dates may be designated as Dress-Down Dates by the Fiscal Officer. Those who choose not to participate should report to work in standard attire for the period. The following attire is permissible for those who choose to participate:

Denim items - Jeans, Shirts, Skirts, Jumpers (without holes or fraying)
Casual collared Shirts – Polo, Golf, Knit
Athletic/Tennis Shoes
Sweatshirts

E. GROOMING

Hair, including sideburns, moustaches, and beards, must be neatly groomed.
Employees should practice appropriate personal hygiene.
Excessive scents shall not be worn.
Jewelry and similar items must be tasteful.
No facial jewelry or visible tattoos allowed.

F. VIOLATIONS

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated and repeated violations of this policy will be cause for disciplinary action, up to and including termination.

G. ENFORCEMENT

Supervisors are responsible for enforcement of this policy. If you have questions regarding what constitutes inappropriate or appropriate attire, please consult with your immediate supervisor. It is also the supervisor's responsibility to counsel employees who are not dressed appropriately or who are ill-groomed to take corrective actions that will ensure compliance.

REVISED: 4/13/2012