

Dress and Appearance

Human Resources Policy- #106

Policy:

All Davidson County employees are required to present themselves in a professional manner, with respect to clothing, personal hygiene and appearance. These standards maintain the County's Practices of appropriate business conduct and professionalism.

Davidson County's general dress code for employees is "business casual". Business casual is a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression.

Business casual ideas:

- Slacks or business dress pants, denim fabric pants that are not blue, khakis, chinos, knee-length skirts/dress and they must not have holes, not be acid washed, not be frayed, or dirty
- Leggings worn with a dress, skirt or other top no higher than 2 inches above the knees
- Button-down shirts, sweaters, blouses, or polo shirts with or without brand name logo or a Davidson County Logo.
- Cardigans, blazers or sport coats (especially for the colder months)
- All shirts and sweaters, sweatshirts must be worn on and cover both shoulders not hanging off on one shoulder
- Stylish hats, no inappropriate verbiage, logos or symbols
- Shoes such as loafers, Oxfords, boots, pumps, flats, or dress sandals (heel strap optional)
- Simple, professional accessories such as scarves, belts and/or limited jewelry and no dangling or large hoop jewelry that may create a safety hazard

Clothing that needs to be avoided Monday through Thursday:

- Sweat pants, pajamas, blue jeans
- Mini-skirts, shorts or skorts, no spaghetti strap or strap clothing of any kind
- Tube/halter tops, or t-shirts, shirts without collars, or sweatshirts, and sweaters

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- of any kind with inappropriate pictures, slogans or logos
- Flip flops, crocs, or beach type footwear
- Jeans that are blue (except on dress down days)
- Leggings not accompanied with a dress
- Baseball caps or other hats with slogans, logos including the Davidson County Logo unless as part of a department's uniform

Some employees, due to the nature of their work, may be required to wear uniforms or other clothing that differs from business casual attire. These positions include but are not limited to the County Attorney's Office, Sheriff's Office, EMS, ISW, Parks and Recreation, Transportation, Facility Maintenance and field staff in Environmental Health, Tax Office Appraisers, and Field Inspectors. For these specific positions, the Department Director may establish a uniform dress code that best suits the required daily or occasional duties of the position. Field staff are expected to follow this policy on days when they are in the office.

Davidson County recognizes Fridays and Saturdays as casual dress, as well as days of inclement weather. Department Directors use their judgement to declare an inclement weather day for their department. In addition, the County recognizes the day before Halloween and Halloween Day (appropriate costumes allowed), the Monday, Tuesday and Wednesday before Thanksgiving, as well as the week before Christmas and the week between Christmas and New Years as casual dress days (Appropriate holiday themed attire allowed). If a casual dress day falls on a holiday the County will recognize the day before as the casual day.

Casual dress ideas:

- Blue jeans
- Sneakers, or tennis shoes
- Davidson County logo t-shirts or sweaters
- T-shirts that are short or long sleeved
- Leggings worn with a dress, skirt or other top no higher than 2 inches above the knees
- All shirts and sweaters, sweatshirts must be worn on and cover both shoulders not hanging off on one shoulder
- Baseball caps or other hats with Davidson County Logo or military insignia
- Clothing with or without a brand name logo or a Davidson County Logo

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Clothing that needs to be avoided on casual dress days:

- Sweat pants, pajamas
- Jeans must not have holes, not be acid washed, not be frayed, or dirty
- Mini-skirts, shorts or skorts, no spaghetti strap or strap clothing of any kind
- Tube/halter tops, or t-shirts, or sweatshirts, and sweaters of any kind with inappropriate pictures, slogans or logos.
- Flip flops, crocs, or beach type footwear
- Baseball caps or other hats with slogans or logos other than a Davidson County Logo or military insignia

Appearance and Hygiene

Employees are expected to adhere to basic hygiene requirements which ensure that employees are presenting themselves to our citizens appropriately and that the County is being properly and professionally represented as an organization. The following hygiene requirements are applicable to all employees:

- Maintain personal cleanliness
- Oral hygiene
- Use deodorant/antiperspirant
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests.

The following guidelines pertaining to appearance must be followed by every employee regardless of location of employment:

- Clothing must be clean, pressed, in good condition and fit appropriately
- Neat and groomed hair, sideburns, moustache and beards
- Clothing must not present a safety hazard in the workplace
- Simple, professional accessories such as scarves, belts and/or limited jewelry and no dangling or large hoop jewelry that may create a safety hazard
- Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered and not visible to staff or Citizens

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It is the responsibility of Supervisors to inform Employees of appropriate attire for the workplace. An Employee who comes to work dressed inappropriately shall be required to leave and return with appropriate clothing; time spent for this will be charged to vacation leave.

The Human Resources Director must be notified if an employee requests an exception to this policy based on a medical, disability or religious basis. Any exception to this policy must be approved by Human Resources Director.

Should an Employee repeatedly have problems with appropriate work clothes, the Supervisor should consult Human Resources regarding disciplinary action.

Scope:

This policy applies to all employees.

Document Change Record

Revision	Description
2-13-2024	Revised