

Kingman County
Kansas
Personnel Policy Manual

Policy # 27
Professional Appearance Policy

Commission Approved
Date: 7-20-09

27 Professional Appearance Policy

27.1 Each employee is a representative of Kingman County Government and as such is responsible for providing a neat, clean, professional appearance by being well groomed, being appropriately attired, and functioning in a safe manner within an orderly work environment. The goal of this policy is to establish a minimum acceptable dress code for the employees of Kingman County using the following as objectives:

- a. The overall policy should recognize department-specified policies (ex. Public Works, Noxious Weed, Health, and Sheriff Office) by giving final discretion regarding appropriate dress to elected officials and department heads.
- b. The policy should take into account the varied working conditions and environments that Kingman County employees work in.
- c. The policy should provide for consistency in its application by the different departments so that productivity and good morale is maintained.
- d. The policy should allow for latitude for work environments where safety is a concern and should allow for flexibility for special situations as they arise.

27.2 Kingman County employees are the diplomats for county government. Each employee, at any time, may be the initial contact or continued contact for the customer doing county business. All employees should professionally represent Kingman County. All employees should take pride in presenting a clean, well-groomed, and appropriately attired professional appearance as they perform the tasks involved in their employment.

27.3 Employees whose jobs or work assignments call for uniforms, protective clothing, and /or equipment must wear such attire whenever necessary or required by general or departmental regulations, policies or directives. This attire should be kept clean, maintained, and not frayed, tattered, or torn. During training or out of county activities you may wear the uniform or dress in a manner reflecting pride and professionalism of the county.

27.4 Employees who perform work in an office environment will dress in appropriate office attire. Examples of Inappropriate office attire include but are not limited to the following: frayed, tattered, or torn clothing; blue jeans (except Friday attire); overalls; painter's pants; military or camouflaged clothing; tee shirts with inappropriate writing or logo's; shorts or cutoffs; low cut, halter, or midriff type

tops; tank or spaghetti strap tops; leisure wear / jogging suits; sweat pants; flip flops, “clog” style shoes, or athletic shoes (leather or canvas, unless medically necessary); or a general appearance which is considered excessive by the Department Head.

Examples of Acceptable office attire includes: slacks that are pressed and in good condition, shirts such as polo-style, pull-over, or pressed button up; prints on shirts should be of a professional appearance; dresses, blouses, skirts of an appropriate length; ‘closed-toe’ and closed-heel shoes for men; ‘closed’ and appropriately styled sandals and shoes for women.

Examples of Friday office attire: Jeans that are not torn or frayed; casual slacks; casual shirts / tops that are clean, pressed, and appropriate; closed-toe shoes and conservative sandals.

- 27.5 Not approved is the open display of tattoos, extreme hair coloring, body piercing jewelry, excessive ear piercing, and provocative or revealing clothing are unacceptable. Appropriate undergarments should be worn and should not be visible.