



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Attire, Hygiene and Grooming Policy

Adopted Date: December 9, 2019

El Paso County is committed to maintaining a professional and healthy work environment. In an effort to further promote the public's confidence in the County, employees must present a professional image at all times and abide by the following standards regarding dress and hygiene. Department heads have the authority to operate standards and expectations based on the needs of their department.

I. Attire

The following standards provide general guidelines of the expected dress and attire for employees. No policy can cover all contingencies; therefore, employees must exert a certain amount of judgment in their choice of clothing. Further, Department Heads retain the authority to determine which of the following attire categories are applicable within their respective departments. Department Heads may also impose additional policies not listed and expand this policy to include policies and standards for their department.

- A. Formal business attire remains the appropriate dress for employees when performing business functions including, but not limited to: appearing before the Commissioners Court, conducting training sessions, court appearances, attending hearings, meeting with the public, or meeting with public officials and/or their staff.
- B. Business Casual Attire is a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression and includes professionally styled County logo shirts.
- C. Casual Attire, often only on specifically designated days, includes employee's use of clothing that is comfortable and practical for work, but not distracting or offensive to others, also including County logo attire.
- D. Uniforms, when issued, shall be worn while conducting official County business (including boots). Wearing the uniform while conducting personal business after work hours or in locations that are inconsistent with public employee standards (e.g., bars, casinos and arcades) are prohibited. Collective Bargaining Agreement employees should adhere to their policy regarding uniforms.
- E. Field Attire is reserved for non-uniformed employees who are scheduled to conduct field activities during any work day. The guidelines described for Casual Attire (Sec. I.C) are applicable in addition to the use of County logo outerwear as deemed necessary. Further deviation from the Casual Attire standard may be approved by the Department Head as necessary.

II. Hygiene

The County has an interest in promoting public health and wellness in the workplace, including minimizing preventable sick leave. Poor hygiene may affect the overall performance of a team or impact colleagues and County clients.

- A. Employees should practice personal hygiene and maintain proper sanitary hygiene conditions at all times, reflecting excellence and professionalism consistent with County values.

III. Grooming

Employees shall maintain a professional appearance in the workplace, including maintaining proper grooming standards. It shall be their responsibility to:

- A. Wear clean clothing while at work;

- B. Hair and beard should be kept well-groomed;
- C. Hair color/design shall be business-like and professional in appearance. Hair styles must not detract from the professional environment. Unconventional styles of hair and facial hair are not permitted. Extreme hair styles or colors should be avoided;
- D. Make-up, perfume, and cologne should be appropriate for a professional office environment and not be distracting to others;
- E. Any visible piercings, earrings, and jewelry must be appropriate for the workplace and not be distracting to others; and
- F. Tattoos that can be perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors.

IV. Compliance

Departure from appropriate attire, hygiene and grooming standards will result in employee counseling and/or disciplinary action up to and including termination of employment. Personal appearance standards may be reviewed periodically and updated as deemed necessary.