

## Chief Judge Directive 10-03

### **ELEVENTH JUDICIAL DISTRICT WORKPLACE DRESS CODE**

#### **I. PURPOSE**

The purpose of the policy is to establish basic guidelines for appropriate work dress in the Eleventh Judicial District. As such, staff should present an appropriate image commensurate with the status and dignity of the offices they represent. The purpose of this policy is to promote a positive image of the Eleventh Judicial District, but also allow for flexibility and consideration to safety.

#### **II. APPLICABILITY**

Although the policy is an effort to establish some minimum standards for the Eleventh Judicial District employees, most locations have at least some uniqueness in terms of operating needs, such as public appearances and work outside of their facilities. This policy applies to all Eleventh Judicial District employees and also includes interns, volunteers, contract employees, temporary workers and grant funded positions.

#### **III. POLICY**

The following policy applies to employees based on their respective positions and individual job assignments as defined below. Employees should seek guidance from their direct supervisor if unclear which standards apply.

Attire shall be "business dress." For the purposes of this policy, "business dress" is defined minimally as slacks or a skirt with a professional looking shirt or blouse or a dress, but some professional positions may require a tie, sports coat or suit. An unkempt appearance or revealing clothing which exposes parts of the body typically covered in the work setting is not acceptable. As a general rule, management level positions and positions with more public contact require a higher standard of dress. "Business dress" shall be followed anytime scheduled meetings or other work commitments involve the general public, outside business representatives or other governmental agencies including the members of the Judiciary.

#### **Other Designated Business Casual Days for All Employees:**

The Chief Judge, District Administrator, Chief Probation Officer may, from time to time, designate days as "casual days" for their respective staff. Dress for "casual days" would be described as "business casual". "Business casual" is defined as slacks or clean blue jeans with no tears or holes, shirts or sweaters. Shirts should be clean, not thread bare and should not bear language or art which is likely to offend

others. An unkempt appearance or revealing clothing which exposes parts of the body typically covered in the work setting is not acceptable. As a general rule, sweat suits, shorts, baggy-style pants, heavily worn tennis shoes, under t-shirts (where no over shirt is worn), baseball caps, and beach type sandals are not acceptable. Casual days include:

Every Friday (with the exception of courtroom assignments and business related meetings)

Moving days or special reorganizational days

Special celebrations


**Special Issues:**

**Religious, Racial, Gender-Specific, Ethnic Attire or Medical Reasons:** Nothing in this policy is intended to hinder the advancement of diversity in the Eleventh Judicial District. Flexibility honoring freedom of choice will be shown in relation to religious or ethnic attire. If controversies arise, the opinion of Human Resource Division will be sought and relied upon by the parties to the controversy.

**Facial Hair, Jewelry, Hairstyles:** Job-related safety and attention to the portrayal of a positive professional image to the customers, collaborative agencies and coworkers of the court may require adjustments to be made. Employees are asked to use discretion with their accessorizing and personal grooming.

**Tattoos and Body Piercing:** Nothing in this policy is intended to direct employees to permanently remove tattoos or limit the number of piercings. However, employees may be asked to conceal tattoos and body piercings with clothing. Excessive body piercing and tattoos may offend some customers and co-workers and therefore may distract from the normal course of business.

Date: December 22, 2010

  
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Charles M. Barton, Chief Judge