

PERSONNEL PROCEDURE 255

SUBJECT: Employee Dress and Appearance

PURPOSE: To provide uniform guidelines for employee dress and personal appearance. It is the policy of Prince George's County Government that each full-time and part-time employee's dress, grooming, and personal hygiene be appropriate for a professional work environment.

SCOPE: This Procedure outlines the County's dress and appearance policy and details guidelines to help employees with understanding both professional and casual business attire expectations.

AUTHORITY: Chief Administrator Officer (CAO)
Director, Office of Human Resources Management (OHRM)

RESPONSIBILITY: OHRM
All Appointing Authorities
All Employees

I. POLICY STATEMENT: Employees are expected to present a professional, business image at all times, while on duty and/or in the workplace. Maintaining a professional appearance is an on-going requirement of employment with Prince George's County Government. Unless otherwise outlined in a Collective Bargaining Agreement (CBA) or General Orders, employees must comply with the following appearance standards:

II. GENERAL GUIDELINES:

1. Employees are expected to dress in a manner that is acceptable in a professional business environment. Employees should not wear suggestive attire such as jeans, yoga, or stretch pants, athletic clothing, shorts, flip-flops, t-shirts, novelty buttons, hats, athletic shoes, or headscarves. Exceptions will be permitted for religious and/or medical reasons.
2. Hair should be clean, combed, neatly trimmed and arranged. Unkempt hair is not permissible regardless of length.
3. Beards, mustaches and sideburns should be neatly trimmed.
4. Tattoos that contain gang symbols, profanity, or have images or slogans that are demeaning or offensive must be covered.
5. Employees shall not wear clothing or jewelry that may result in injury to themselves or will impair their ability to perform their duties as assigned. This includes, but is not limited to, apparel or jewelry that prevents the safe use of headsets, obstructs vision, or impairs the ability to speak clearly.

6. Clothing must provide proper coverage and length for the workplace. The County will apply a reasonable and professional workplace standard to employees on a case-by-case basis. It is up to the discretion of the Appointing Authority to make exceptions for special occasions or in instances of inclement weather; employees will be notified in advance in these cases. Any employee unsure of what is appropriate should contact their supervisor for guidance.

III. BUSINESS CASUAL FRIDAYS: The County is committed to providing a professional and enjoyable work environment for employees. As a service to our employees, we are formally adopting a policy that allows for business casual attire on Fridays during the months of June, July and August. During this period, employees are permitted to wear less formal business attire. However, employees should consider their workday schedule when dressing for work. If a meeting is scheduled with individuals from outside of the department/agency, employees should wear formal business attire. As an alternative, employees may want to consider keeping some formal business attire in their office in the event of an unexpected meeting (e.g. jacket, tie and shoes).

Choose business casual attire that communicates professionalism. The following guidelines will assist employees to define acceptable business casual attire:

1. **Footwear.** Dress shoes, loafers, boots, flats, dress sandals, and leather deck shoes are acceptable. Sneakers/tennis shoes, flip-flops and slippers are not acceptable (unless medically necessary).
2. **Pants.** Khaki pants and chinos are acceptable. Inappropriate attire includes: sweat pants, skinny jeans, yoga pants, stretch pants, shorts or capri pants, bib overalls, spandex, lycra or other form fitting pants and those that are excessively worn or faded.
3. **Shirts.** Collared shirts, polo shirts, sweaters and turtlenecks are acceptable. T-shirts, tank tops, halter tops, and shirts with inappropriate messages/graphics are unacceptable.
4. **Dresses and skirts.** Casual dresses and skirts are acceptable. Please consider proper coverage when you sit or bend when choosing dresses and skirts.
5. **Blue jeans** or any other article of clothing in denim fabric will not be permitted unless pre-authorization has been received by the Appointing Authority or designee.

IV. PERSONAL PROTECTIVE EQUIPMENT

In the event of dress code changes mandated by executive order, employees must use personal protective equipment (PPE) as directed while on duty and/or in County Government buildings to ensure public safety.

1. Definitions

The use of PPE includes, but is not limited to, the use of face coverings while in the workplace to limit the transmission of communicable diseases among employees in the workplace. An overview of the types of face coverings is outlined below:

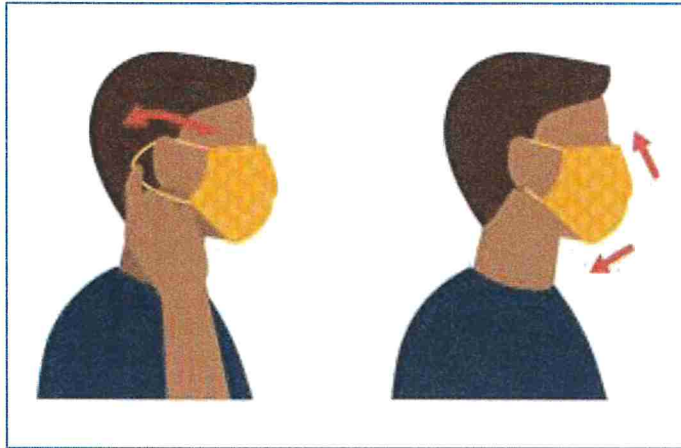
- a. **Face Mask** – A mask, with or without a face shield, that securely covers the user's nose and mouth without being held to the face by hands. Face masks can be disposable masks made for single use or reusable cloth face masks that can be washed and reused.
- b. **Face Shield** – A face shield is a device used to protect the user's eyes and face from bodily fluids, liquid splashes, or potentially infectious materials. Generally, a face shield is situated at the crown of the head and is constructed with plastic to cover the user's eyes and face.

2. Face Masks

All County employees are required to use a face mask covering the mouth and nose in all common areas of the building and in office spaces when interacting with others, as well as, anywhere you are unable to ensure at least six-feet of space between yourself and others when in a County Government building. Employees who fail to wear an appropriate face covering as outlined will be required to vacate County Government buildings and/or refused entry. In alignment with the County's expectations for dress and appearance of employees, face masks must be professional, free of any writing (unless provided by the County), and should not include any inappropriate messages and/or graphics.

Employees are required to wear face masks correctly by putting the mask on over the nose and mouth and secure it under the chin. Either end of the mask must loop securely around the employee's ears to ensure hands-free use of the mask.

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In addition, all County employees should follow set health guidelines as outlined by the Health Department when using face masks, which include:

- Wash your hands before putting on your face mask
- Put the face mask on over your nose and mouth and secure it under your chin
- Fit the face mask snugly against the sides of your face
- Ensure that sure you can breathe easily while wearing the face mask
- Be sure to wash your face mask on a regular basis

3. Face Shields

Employees are permitted to wear face shields while in County Government buildings. The use of a face shield is not required while in County Government buildings.

- V. **IMPORTANT NOTE:** Any employee who does not meet the standards of this policy may be subject to corrective action, which may include being requested to use the appropriate accrued leave to leave the work premises to change their attire and return to work. Repeat violations of the policy may result in disciplinary action up to and including dismissal.

EFFECTIVE DATE: This Procedure supersedes Personnel Procedure 255 dated May 29, 2018 and shall become effective upon the date of issuance.

10/21/20
Date


Major F. Riddick, Jr.
Chief Administrative Officer

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