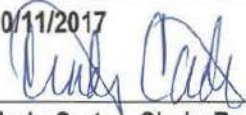


Grant County Personnel Policy

DATE ISSUED: 10/11/2017	EFFECTIVE DATE: 10/11/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-09-17 Date Signed
LAST REVISED: 07/25/17	CONTACT: Human Resources

502 – Personal Appearance and Image

502.1 First impressions are often lasting. The County's image rests on the impressions created by written materials, telephone etiquette, and the appearance of employees and worksites. The quality of services shall be consistently reinforced by professional appearance and image.

502.2 Employees are expected to be neatly dressed and clean in appearance at all times. The County expects employees working in an office setting to dress in a manner consistent with its commitment to maintain a professional office environment. Office dress standards may be relaxed due to extreme weather conditions or because of special work requirements. Field personnel must be in proper uniform, if applicable, including any required identification badges. Remaining field personnel are expected to dress neatly and in keeping with the County's commitment to operate in a professional and safe manner. Elected Officials/Department Heads may develop and require adherence to more strict personal appearance standards, including uniforms.

502.3 Employees may be required to wear safety attire as associated with their position. Employees should see their supervisor for specific personal appearance and/or safety attire standards for their position.

502.4 Failure to comply with personal appearance and/or safety attire standards will result in corrective action, up to and including termination of employment.