

Personal Appearance

Each employee's grooming, personal hygiene and dress should be appropriate to the employee's work situation. All employees are expected to utilize good grooming habits and to exercise good personal hygiene at all times. Employees in administrative, professional, clerical, and all other personnel not engaged in outside activities are expected to present a professional image at all times. Any employee who fails to use good grooming habits or good personal hygiene, or is improperly dressed upon arriving at work may be directed to return home to change. Under those circumstances, the employee will not be paid for the time s/he is absent from the workplace.

Although the County Administrator may designate "dress down days," all attire must be of a nature that is appropriate. Inappropriate attire includes: jeans (intact or cut); backless garments; shorts; halter tops or midriff blouses; exercise clothing; t-shirts; cropped tops; or clothing, including but not limited to see-through, excessively short, tight, sheer, low cut or revealing clothing of any type. Intact jeans are permitted if the County Administrator has declared a "casual day" for employee attire. If in doubt about whether attire is appropriate, the employee should consult with the Human Resources Department BEFORE wearing such attire to work.

Safety concerns may prohibit certain attire for certain jobs. As one example, an employee who works with industrial machinery is not allowed to wear any dangling or loose jewelry. If in doubt about whether attire meets County safety practices, the employee should consult with the Risk Services Director BEFORE wearing such attire to work.

Separation from Employment

Ordinarily, separation from employment with the County may occur under four general conditions:

Voluntary Termination. All employees of the County are at-will employees and, therefore, an employee may unilaterally terminate his/her County employment with or without reason and with or without notice. Employees giving and working a two-week notification of their resignation will be eligible to receive their accrued but unused annual leave not to exceed two hundred forty (240) hours. Exempt employees are required to give and work a four-week notification of their resignation to receive their accrued but unused annual leave not to exceed two hundred forty (240) hours. Whether the employee will be required to work during the notice period is at the discretion