

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

of the County. Employees who do not give and work the proper notice or who are terminated for disciplinary reasons will not be paid for accumulated but unused annual leave.

Involuntary Termination. All employees of the County are at-will employees and, therefore, the County may unilaterally terminate an employee's County employment with or without reason and with or without notice. The value of an employee's accrued but unused leave will be paid to the employee at termination only if: (1) the employee gives and satisfactorily completes the applicable two- or four-week notice period; or (2) in the case of the employee's discharge by the County, the employee is not discharged for disciplinary reasons as determined by the County.

Financial Exigency Termination. The County may terminate the employment of any individual whose position is dependent upon funding by an agency other than the County wherein such funding is declined, withheld, or withdrawn. The County may also terminate the employment of any individual whose position is funded by the County's annual operating budget, but where funding for the position is eliminated, redesigned, withheld, or withdrawn by action of Council because of financial exigency.

Layoff or Reduction in Work Force Termination. The County may terminate the employment of an individual when financial exigency, reallocation of resources, job obsolescence, or other conditions necessitate or warrant a layoff or reduction in the County work force.

Media Spokesperson

The County Administrator is authorized to speak on behalf of the County to the media. From time-to-time, the County Administrator may expressly and specifically designate a particular person to speak on behalf of the County to the media. Unless expressly and specifically designated by the County Administrator, an employee is not authorized to provide statements or responses on behalf of the County to the media. If a member of the media contacts an employee, the employee should direct the media to the County Administrator.

Workplace Privacy and Computer Internet Use

The workplace is intended to be a place of work. An important part of work is communications and record keeping. Each employee must understand that personal items and personal communications received or stored on County premises are not entitled to a right of