

Issue Analysis Form



Date: November 14, 2018
Item: Personnel Policy Revision
Lead Department(s): Human Resources
Contact Person(s): Corrie Hurt

Description and Current Status

Staff has reviewed the personnel policies related to Appearance and have a recommendation to update those policies effective November 14, 2018.

Appearance – Some changes were made to include that Public Safety Career staff will follow their department dress codes. Language was added to have an appearance of a conservative work environment. Added language about political clothing and accessories. The Directors will be responsible for ensuring that employees are appropriately dressed for work.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Fiscal Impact Statement

None.

County Impact

By revising and consistently keeping current the personnel policies, it demonstrates that the County is striving to hold its employees accountable for their actions.

Notes

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 33.1 through 33.2	Page 1 of 3
	SUPERSEDES: April 13, 2010	DATE ISSUED: July 17, 2013
SUBJECT: Appearance	AUTHORIZATION: Adopted by the Board of Supervisors June 11, 2013; to become effective immediately.	

33.1 Purpose

The purpose of this policy is to establish appropriate standards of work attire for employees and to provide guidelines for casual dress days. Police, Fire & EMS Career Staff and Volunteers and uniformed employees shall follow their department dress codes. Uniforms provided by the County are for use during working hours and for work related functions. Uniforms are not to be worn for personal activities of any kind. The term “employees” refers to all full-time, part-time, temporary, seasonal, grant-funded employees and interns/volunteers. The terms “dress” and “attire” refer to items worn as well as overall appearance.

Appropriate work attire should give the appearance of a conservative work environment; promote modesty, health, safety and the avoidance of distraction. As representatives of the County, it is the employee’s responsibility to demonstrate a positive image of professionalism, integrity and respect through their appearance. Employees shall not wear clothing and accessories that include any messages related to partisan politics or specific candidates or parties while engaged in County business.

Department Directors shall determine if any attire or the manner in which the attire is worn is inappropriate for conducting business on the County's behalf. Department Directors shall be responsible for compliance with this policy and ensure that their employees are in compliance. Employees who are considered to be dressed inappropriately by their Department Director may be asked to return home to change into appropriate attire. The time spent for the employee to come into compliance with this policy will not be compensable.

33.2 Work Attire

The County recognizes that appropriate work attire may vary among departments, job positions and nature of work performed. Each Department Director shall be responsible for determining the appropriate dress standards for his/her department and educating employees as to those standards. However, standards of attire shall, at a minimum, meet the following guidelines:

SUBJECT: Appearance	POLICY NUMBER: 33.1 through 33.2	DATE ISSUED: July 17, 2013	Page 2 of 3
------------------------	-------------------------------------	-------------------------------	-------------

A. Uniformed Personnel

It is the responsibility of the employee to keep uniforms in a neat and orderly manner. Employees are expected to begin their work period with a clean uniform. The complete uniform must be worn at all times while on duty, and no uniform may be altered or changed in appearance. Any employee not wearing their assigned uniform will be sent home on their own time to change, and may be subject to disciplinary action. ~~Any employee who loses his/her uniform will be responsible to replace the uniform, with the amount for replacement to be deducted from the employee's next regular paycheck.~~ Upon termination or resignation of an employee, the employee is to return all County-issued uniforms to the County.

Employees are only permitted to wear their uniform one hour prior to commencing the work period, during the work period, and for one hour following the completion of the work period. Employees shall not wear their uniforms on off-duty hours in public places unless authorized to do so.

The County will provide an annual allowance for safety shoes to each employee whose position requires the wearing of protective footwear. Shoes are the personal property of each employee and he/ she is responsible for the necessary repairs and serviceability of the shoes.

Upon approval of the Department Director, employees required to wear safety shoes will be provided an allowance for replacement safety shoes no more than once in a twelve-month period and at an amount not to exceed \$140. If the cost of the shoes is over \$140, the employee shall pay the additional cost. Shoes are only provided when, in the opinion of the employee's supervisor, the existing shoes are in need of replacement.

All hats shall be worn appropriately and shall have professional appearance appropriate for the employee's position. Hats shall not contain logos, with the exception of the County of Prince George seal, which shall not be modified in any manner.

B. Non-Uniformed Personnel

All non-uniformed personnel are expected to dress appropriately, as determined by the Department Director, for their assigned duties and responsibilities. Clothing should be neat, clean, and appropriate for the particular work environment to which the employee is assigned. Employees are expected to maintain a neat and clean physical appearance, particularly those in positions where considerable public contact is required. The Department Director may require the employee to

SUBJECT: Appearance	POLICY NUMBER: 33.1 through 33.2	DATE ISSUED: July 17, 2013	Page 3 of 3
------------------------	-------------------------------------	-------------------------------	-------------

go home in order to change into appropriate clothing, and the employee may be subject to disciplinary action.

C. Casual Friday

On Fridays, office staff are permitted to wear less formal clothing to their work site. This includes jeans and tennis shoes unless your department specifies a more stringent policy. All attire worn on Casual Friday must still meet the criteria of appropriate work attire as specified in Section 33.1. In addition, all clothing must be free from rips, tears, stains and/or holes and maintain a professional appearance. Employees who are scheduled to attend any meetings or conferences on Friday are to dress appropriately for the occasion. Casual Friday does not apply to uniformed employees.

The Casual Friday policy will-may also apply during times of severe inclement weather or as otherwise approved by County Administration (ex. James House Denim Day).

Department Directors shall determine if any attire, or the manner in which the attire is worn, is inappropriate for conducting business on the County's behalf. With the County Administrator's approval, Department Directors may make exceptions for documented business, religious, or medical reasons. Employees should address questions regarding appropriate attire to their Department Director prior to wearing the attire to work.

Department Directors and management staff shall be responsible for compliance with this policy. Employees who do not comply may be required to return home to change into appropriate attire and/or may be subject to disciplinary action. The time spent for the employee to come into compliance with this policy will not be compensable.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 14th day of November, 2018.

Present:

Alan R. Carmichael, Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTIONS 33.1
THROUGH 33.2 ENTITLED *APPEARANCE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing Personnel Policy entitled *Appearance* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 14th day of November, 2018 does hereby amend the Prince George County Personnel Manual by revising the Personnel Policy entitled *Appearance* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator