

LEVY COUNTY  
 BOARD OF COUNTY COMMISSIONERS  
 PERSONNEL POLICIES AND PROCEDURES

Subject: <b>PERSONAL APPEARANCE OF EMPLOYEES</b>	Effective Date: <b>August 3, 2004</b>	Number: <b>802</b>
Applies to: <b>All Employees and Volunteers of the Levy County Board of County Commissioners</b>	Last Amended: <b>draft</b>	Page: <b>1 of 1</b>

**Policy:**

It is the policy of Levy County that each employee’s dress, grooming, and personal hygiene should be appropriate to the work situation.

**Comments/Procedures:**

- (1) Employees are expected at all times to present a professional, businesslike image to citizens. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Levy County. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:
  - (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear raveled, faded or ripped jeans, suggestive attire, athletic clothing, flip-flops, screen print t-shirts, novelty buttons, campaign attire or accessories of any kind and similar items of casual attire that do not present a businesslike appearance.
  - (b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
  - (c) Sideburns, moustaches, and beards should be neatly trimmed.
  - ~~(d) Tattoos and body piercings (other than earrings) should not be visible.~~
  - (d) Visible tattoos shall not be offensive, inappropriate, or excessive. A tattoo is considered inappropriate if it depicts, describes, or otherwise refers to sexual conduct, acts, or groups or drug use. A tattoo is considered offensive if it depicts, describes or refers to intolerance of, or discrimination against any race, color, preference, creed, religion, gender, national origin, or; it is commonly associated with any organization or group which advocates such intolerance or discrimination; or it violates standards or decency or morality. Offensive, inappropriate, or excessive tattoos must be covered while at work. Tattoos will not be permitted on the head, scalp, face, or neck.
  - (e) Earrings are permitted, however no more than two (2) earrings per lobe are permitted. All other forms of body piercing or modifications that are visible at any time are prohibited and must be taken out or covered while at work.
- (3) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- (4) At its discretion, Levy County may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- (5) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.