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State of New Mexico County of Otero

DIRECTIVE 2006-01 DRESS AND GROOMING STANDARDS FOR OTERO COUNTY EMPLOYEES

SECTION I: PURPOSE AND GENERAL STANDARDS

Otero County desires to project a positive and professional image in order to gain and maintain the confidence of the community. Therefore, dress and grooming of all employees shall be professional, appropriate, and suitable to the type of job being performed.

Employees should pay particular care to their dress and grooming when attending official meetings, functions, hearings, and other special events, so that they reflect the formal and dignified atmosphere of the business environment.

Apparel at all times shall be neat, clean and pressed, and not faded, worn, torn, tight-fitting, low cut, revealing, conspicuous or extreme in style or color.

SECTION II: SPECIFIC DAILY STANDARDS FOR OFFICE EMPLOYEES

A. Apparel shall be businesslike, appropriate, and suitable. This includes, but is not necessarily limited to, coordinate suits, pants, skirts, dress shorts, skorts, blouses, dresses, leggings and stirrup pants (with below the hip sweater or blouse), sport coats, jackets, vests, sweaters, regular and bolo ties, scarves, belts, jewelry, hosiery, tights, shoes, boots and dress sandals.

B. The following apparel are not businesslike, appropriate or suitable:

- flip flops
- tennis shoes or sneakers
- T-shirts
- tank, midriff, halter and crop tops
- backless and strapless apparel
- sweats of any type
- exercise apparel like leotards, spandex or lycra pants, and sports socks
- shorts
- distracting designs or slogans

C. Good personal hygiene is required. Hair shall be neat and clean, and not conspicuous or extreme in style or color. Cosmetics and accessories shall not be conspicuous or extreme in style and color. Facial jewelry including, but not limited to, a pierced nose, eyebrow, tongue or cheek are considered conspicuous and extreme, and not businesslike, appropriate, or suitable. No more than 2 earrings per ear shall be worn at one time.

SECTION III: EXCEPTIONS

At times, exceptions to the general standards may be acceptable or necessary because of the nature of an employee's work or other special circumstances. Exceptions must be approved by the Elected Official, and/or County Administrator.

"Casual Day" on a day each week designated by the elected official, County Administrator, or Department Head shall continue, provided that the general standards identified in Section I of this Directive are observed.

SECTION IV: NOTICE

The Otero County Administration Office / Personnel Coordinator shall provide a copy of these standards to each employee at the time they are adopted and when a new employee is hired.

SECTION V: ENFORCEMENT

Supervisors are responsible for enforcing these standards. In the event of extreme or repeated violation, supervisors shall direct employees to return home to correct their dress and/or grooming. The employee may be subject to disciplinary action, including, but not limited to, leave without pay.



Martin D. Moore, Ph.D.
Otero County Administrator

ADOPTED THIS 25th DAY OF JULY, 2006.