

Superior Court of California
County of Ventura

Professional Appearance Standards

The Court is committed to excellence in the delivery of services to our customers. We take pride in the work that we do and in our professionalism in doing it. Each employee is a valuable representative of the Court and professionalism is reflected both in appearance and actual job performance. A professional appearance conveys an atmosphere of competence, respect, dignity and efficiency. When we conduct ourselves in a professional manner, we encourage the same from our customers.

Although it may seem evident to most employees what constitutes appropriate work attire, some standards are necessary due to differences in interpretation. These standards apply to all employees of the Court including volunteers, interns and others that represent the Court.

General Guidelines

This list does not include every possible inappropriate item of clothing, but these guidelines will help you determine what is appropriate to wear to work. Employees are expected to dress in a professional manner and are expected to wear proper business attire. All employees are expected to practice good grooming and personal hygiene. Their clothing should be neat and clean. Clothing should reflect a professional, business appearance as opposed to a casual appearance.

Acceptable Attire

Clothing needs to be modest. Proper and appropriate business attire includes: dress slacks, dress shirts (long or short sleeved), and polo shirts. Ties are optional. Dresses and skirts are to be of moderate length, blouses/shirts must cover the midriff, back and shoulders at all times. The cleavage area of the chest must be covered. Modest tank tops are permitted if worn under a shirt or with a sweater or jacket.

Tights shall be permitted provided the skirt/dress covering it comes to at least four (4) inches above the knee. Tights shall be professional in appearance and may include embossed professional looking designs. Dressy capri pants, gauchos, and capri suits are acceptable.

Shoes can be comfortable but must be professional and suitable for an office environment and worn at all times. They should be business like in appearance. The heel of the shoes shall not exceed four (4) inches in height.

Unacceptable Attire

Clothing that works well for the beach, house work, yard work, happy hour, exercise sessions and sports contests is not appropriate for work. Tight and revealing clothing is never appropriate. Fabric should be able to pull away from your leg or torso without resistance. Denim is not acceptable, regardless of style or color. Garments should not be faded, torn or frayed.

The following items of clothing are not considered appropriate attire for the Court: jeans, leggings, jeggings, shorts, jogging or sweat suits, tight ankle pants, low-rise pants, form-fitting pants, yoga pants. T-shirts worn as outer garments, tank tops, racer back (unless worn under a sweater or jacket), tops exposing the midriff, sweatshirts, hoodies, hats, and garments printed with slogans, pictures or advertising.

Shoes such as beach thongs, flip flops (regardless of material or heel height), Birkenstocks, Uggs, Crocs and similar footware are considered unsuitable for a court environment. Extremely high heels, tennis shoes, between the toe and casual sandals, slippers, or any shoes that pose a potential safety issue are not appropriate.

Tattoos and Piercings

It is the Court's preference that employees have no visible tattoos or body piercings, with the exception of pierced ears. However, the Court recognizes that subtle tattoos and piercings have become increasingly acceptable in the workplace, and will allow limited tattoos and piercings, as long as they are not so bold as to be unprofessional. Tattoos should not be visible on the face, neck or chest. Small stud nose piercings are permitted, all other facial and tongue piercings are not. Body modification jewelry is not permitted.

When an employee is in doubt about their attire, he/she should consult his/her immediate supervisor or manager. Exceptions to the Professional Appearance Standards may be made for medical and religious reasons. The Request for Job Accommodation form is located on the court intranet under Human Resources.

If an employee arrives at work wearing something that is deemed inappropriate, he/she will be asked to cover up with a sweater or jacket, or will be asked to go home to change. Employees will be expected to use their accrued annual leave to cover their time away from work. Continued violations of Professional Appearance Standards may result in corrective counseling or disciplinary action.

Final decisions about the appropriateness of an employee's attire will be made by Human Resources or a Deputy Executive Officer.

Acknowledgment

My signature below indicates that I have received, read, and will adhere to the Professional Appearance Standards. I understand that if I have questions regarding this policy it is my responsibility to ask my supervisor, manager or Human Resources for clarification.

Date

Print Name

Signature of Employee

Department/Location