



# Hidalgo County Information Technology Department Uniform Policy

Approved by Commissioners Court on:

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## **Purpose:**

The use of a uniform by the Hidalgo County Information Technology Department serves to clearly identify the wearer in the performance of their official duties, which include servicing and maintenance of computer, network, telephone and peripheral technology equipment for County departments and users. Because Information Technology employees are often required to access private and secure information, equipment and facilities on a countywide basis, this policy will help ensure that IT staff is properly identified as they perform their respective job functions.

The uniform serves to reflect a professional appearance by the wearer. For those employees not designated to wear a uniform, the policy serves as a guide to what attire is appropriate for the work place.

## **Required Uniformed Staff**

All I.T. staff that interacts with other County departments and employees on a daily basis are required to dress in uniform and insignia as prescribed herein, including but not limited to the following positions: Technician, Security Engineer, and Telecommunications Manager.

## **Proper Uniform Prescribed:**

All uniformed members of the Information Technology Department will wear when on duty only such uniform and insignia as prescribed herein. The Chief Information Officer (CIO), however, may grant permission to work in other clothes on special occasions or designated Casual Attire Days.

## **Improper Uniform Wear Prohibited:**

Any employee of the Information Technology Department will not attend a political meeting or other public gathering or place of amusement in uniform. Uniforms are to be used for work and County functions or official County business **only**. Use of issued uniforms for any other purpose is prohibited.



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## **Uniform Shirts:**

*Uniform Long Sleeve Shirt:* The shirt is a long-sleeve button-down shirt, comprised of 100% Cotton or a combination of Cotton and other material in which the Cotton exceeds 60% of the blend. Acceptable colors are either White solid or Light Blue solid. For men, the shirt will have a single breast pocket on the left side. Affixed in navy blue embroidery, the shirt will have the County of Hidalgo Seal above the left breast pocket and the wording "Information Technology Department" placed horizontally below the County of Hidalgo Seal. The name of the employee may be affixed to the right breast side of the shirt.

*Uniform Short Sleeve Shirt:* The shirt is a short-sleeved, polo-type pullover shirt, comprised of 100% Cotton knit or a combination of Cotton and other material in which the Cotton exceeds 60% of the blend. The only acceptable color for this shirt is Navy Blue. Affixed in white embroidery, the shirt will have the County of Hidalgo Seal above the left breast pocket and the wording "Information Technology Department" placed horizontally below the County of Hidalgo Seal. The name of the employee may be affixed to the right breast side of the shirt.

## **Jackets:**

Rain-gear. Issue-type rain gear should be worn when weather conditions require it; however, personnel are permitted to wear transparent or clear, non-colored plastic rain gear.

## **Appropriate Attire Uniformed and Non-Uniformed Personnel:**

Non-Uniformed Employees wearing civilian attire will wear clothing that is acceptable for an office setting for our Region of Texas and in keeping with other County Offices and Departments. All Employees will ensure that their clothing is cleaned, ironed, free of stains, tears and holes.

### **Guide to Business Casual Dressing for Work**

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change.



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No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

## *Slacks, Pants, and Suit Pants*

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, or shorts.

## *Skirts, Dresses, and Skirted Suits*

Casual dresses and skirts at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

## *Shirts, Tops, Blouses, and Jackets*

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts.

## *Shoes and Footwear*

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office.

## **Personal Appearance for Uniformed and Non-Uniformed Employees:**

The personal appearance and demeanor of every person affects, either directly or indirectly, the I.T. Department. The image communicated to clients through personal attire and appearance, behaviors and interactions will influence their perceptions of the quality of the Department's work and their confidence in the person providing the service.



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When the uniform is worn, the wearer shall maintain a neat, tidy appearance at all times, avoiding soiled or wrinkled uniforms. Shoes or boots will be polished or cleaned. Badges or name tags will be replaced when they become disfigured or excessive wear is apparent.

Personal hygiene and grooming habits are essential components of professional appearance and presentation.

- Hair (including beards and mustaches) should be clean, neatly trimmed, and well maintained. Those who shave must be clean-shaven. Long hair should be pinned or held back.
- Makeup and perfume/after-shave: Strong perfumes and cologne may be offensive to others, therefore avoid excessive use; heavy application of make-up should also be avoided.
- Personal hygiene: Body hygiene is required so that offensive body odor is avoided. Fingernails should be trimmed, clean and well groomed.

### **Corrective Measures:**

The first violation of this policy will result in the employee being sent home to change attire. Your time sheet will be adjusted to reflect the time used to go home and back.

Subsequent violations will result in progressive disciplinary actions.

Deviation from the policy can only occur if previous authorization has been granted after review of such requests.