



## Administrative Policies and Procedures Manual 618 DRESS CODE

### POLICY

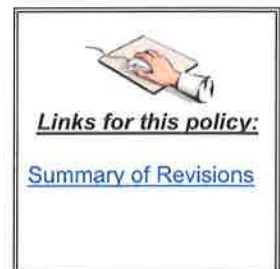
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The policy of the Judicial Branch is to establish and solidify an excellent reputation among the citizens of Connecticut. One of the ways to accomplish this is for all staff to present a professional and respectful image to the Court and public. It is important that the Court and public have trust and confidence in Judicial Branch employees and that employees have a sense of pride and professionalism when conducting their duties and responsibilities. In order to accomplish this goal and foster public confidence, employees must always appear for work in attire that is appropriate and suitable to the work setting.

### GENERAL INFORMATION

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The Judicial Branch respects the rights of individuals of all identities and expressions. This policy is intended to describe guidelines on what is considered appropriate dress for our workplace. These guidelines are not intended to be all-inclusive, but rather should set the general parameters for workplace attire, especially those in the public eye, and allow employees to use good judgment and common sense about items not specifically addressed.



### UNDERYLING PRINCIPLES

- Employees shall refrain from dressing in a manner that detracts from the Judicial Branch's mission.
- Employees' appearance should always reflect what is appropriate for our job, work setting and personal safety.
- Personal appearance and hygiene play an important role in projecting a professional image to the Court and clients we serve as well as in the community.
- Our work may require us to meet with the public at a moment's notice and therefore staff should be dressed and groomed appropriately at all times.

## **APPROPRIATE ATTIRE FOR THE COURTROOM**

Listed below is a general overview of acceptable attire for personnel who perform duties and responsibilities in a courtroom.

### **Courtroom Attire**

- Business suit with dress shirt and tie
- Dress pants with dress shirt, tie and sports jacket;
- Dress;
- Skirt or dress slacks with a blouse or sweater or other dress top, or a blazer style jacket;
- Dress shoes, dress boots, dress loafers and socks when appropriate, and dress sandals.

## **APPROPRIATE ATTIRE FOR OFFICE, ATTENDANCE AT MEETINGS, CONFERENCES AND TRAINING SESSIONS**

Listed below is a general overview of acceptable attire for personnel whose duties and responsibilities include in person contact with the public.

- May include the attire for the courtroom or the following:
  - Dress slacks such as chinos, khakis and corduroy;
  - Dress shirts and tie;
  - A jacket or sports jacket is not required

Listed below is a general overview of acceptable attire for personnel whose duties and responsibilities do not include in person contact with the public.

- May include the attire for the courtroom or the following:
  - Dress slacks such as chinos, khakis and corduroy;
  - Dress shirt and tie;
  - Denim dress;
  - A jacket, sports jacket, or tie is not required; however, managers may require a tie in offices with occasional, but not regular, contact with the public.

## **APPROPRIATE ATTIRE FOR WORK WHERE SAFETY IS A PRIMARY CONCERN**

- May include the attire as listed for the courtroom, office, attendance at Judicial Branch or Non-Judicial Branch meetings, and training;
- In situations where staff members believe that the required attire poses a safety concern, a clip on tie will be provided.

## **INAPPROPRIATE ATTIRE**

Dress down days are not permitted, except as outlined in the Exception section. The following is considered inappropriate attire for our workplace and should not be worn.

## Inappropriate Attire:

- Athletic attire
- Beachwear
- Jeans of any color
- Flip-flop sandals and any other beach footwear
- Halter top, tube top, or one shoulder top
- Leggings
- Loungewear or club wear
- Mini-skirts (three or more inches above knee)
- Sheer or revealing clothing (including anywhere midriff is exposed)
- Shorts
- Slippers
- Sneakers
- Strapless or one shoulder sundress
- Sweatshirt
- Sweatpants
- Tank top
- Torn or patched clothing
- T-Shirt
- Wind suit
- Work/ hiking boots
- Wrinkled or unclean clothing

## EXCEPTIONS

Except as noted below, any exceptions to this policy require prior written approval from the employee's Unit Director.

- As otherwise directed in the instructions for an event (that is, training events that specify business casual).
- Participation in activities that require different attire (that is, community service events, office moving days).
- Employees for whom specific job related attire is otherwise prescribed by the Judicial Branch (including, but not limited to, Judicial Marshals, designated information technology employees, and designated warehouse employees).
- Religious attire unless the court, with respect to attire worn in a courtroom, find that in balancing constitutional right to free exercise of religion with the constitutional right to a fair trial, it is essential to the conduct of a fair trial that the individual be barred from wearing the symbols of his or her religion.
- Employees who request an accommodation due to disability.
- As otherwise authorized by the Chief Court Administrator.

## COMPLIANCE PROCEDURE

If employees are not sure if something is acceptable or unacceptable attire based on the examples provided in this document, they are advised to choose something else or inquire first

with a supervisor. Supervisors are responsible for ensuring the appearance of employees under their supervision complies with the dress code policy.

If an employee is not dressed appropriately, the supervisor should take the following steps after consultation with his or her Executive Director or their designee:

- On the first occasion, an informal counseling should occur and the dress code policy should be reviewed. If the supervisor deems necessary, the employee may be sent home to change into appropriate clothing. Time spent in transit and changing into appropriate clothing will be considered working time.
- On the second occasion, the employee should be sent home to change clothes immediately and should receive a formal counseling session. Time spent in transit and changing into appropriate clothing will not be considered working time.
- Further violations may result in discipline in accordance with Branch guidelines and procedures.

**Questions on this policy:**  [Human.Resources@jud.ct.gov](mailto:Human.Resources@jud.ct.gov)  (860) 706-5280