



# COUNTY OF HUMBOLDT

For the meeting of: 4/9/2024

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File #: 24-703

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

SUBJECT:

Adoption of the Resolution Approving the County Attire & Grooming Policy

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the resolution (Attachment 1) approving the County Attire & Grooming Policy.

SOURCE OF FUNDING:

All county funds.

DISCUSSION:

The Human Resources Department has developed an Attire & Grooming Policy to promote a professional and safe image among county employees that is consistent with their respective positions. This policy serves as the official guidelines for County of Humboldt employee appearance in the workplace.

The County of Humboldt is committed to diversity, equity, and inclusion and recognizes that employees may present gender identity and expression differently. The county encourages staff to dress in the way they feel most comfortable provided a professional image is maintained in accordance with this policy and department requirements.

County departments provide a wide variety of programs and services, and the professional image of the county workforce is critical to fostering public confidence and providing effective and caring service. Therefore, these guidelines on professional appearance are intended to:

- Foster respect and earn the confidence of county clients, the public, vendors, and fellow employees.
- Promote a positive work environment and limit distractions.
- Ensure safety and security while working.

The County of Humboldt respects the diversity of its residents and its workforce. This policy provides guidelines on dress and appearance appropriate to the nature of the work environment, nature of work performed, involvement with the service provided to the public, and/or other circumstances or business needs as defined by the department head.

FINANCIAL IMPACT:

**Narrative Explanation of Financial Impact:**

There is no financial impact associated to the adopting of the Attire & Grooming Policy other than staff time to create the policy and prepare the item for your Board's review. However, adoption of this policy will have a financial impact as it will take staff time from various funds to implement and maintain the conditions set forth in the policy.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

There is no staffing impact with the adoption of this policy. However, the adoption of this policy can potentially impact all staff as it provides guidelines for employee appearance.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the policy. However, this would not be recommended as an Attire & Grooming Policy will ensure that there are attire and grooming standards for County employees.

ATTACHMENTS:

1. Resolution No. \_\_\_\_\_
2. Attire & Grooming Policy

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A.

Meeting of: N/A.

File No.: N/A.