

**To: All Denton County Clerk Employees**  
**FROM: Cynthia Mitchell, County Clerk**

All employees will dress and groom in an appropriate manner, exemplifying a professional business appearance, unless otherwise directed by a special order from the supervisor of your department or myself. It is impossible to cover every piece of clothing that would be acceptable or not acceptable. Keep in mind, this is a professional, public office/business and we need to convey a professional image. All employees' clothes should be neat, clean and pressed. If you are in the office for more than one (1) hour, this dress code is in effect. Failure to comply with this code will result in appropriate level of disciplinary action and will progress as necessary if compliance is not achieved. Hair shall be clean and neatly kept. Ears may be pierced; however facial piercings and other body piercings are not to be worn or visible during business hours.

**General Dress Code**

**A. Female Employees**

1. Suits, dresses, skirts, slacks/pants, jackets, blouses, sweaters and neat shoes or boots are acceptable.
2. Traditional Hosiery is required when wearing any skirts, dresses or other article above the knee. Fish-net style or other variations of hosiery is not acceptable.
3. Denim: skirts, dresses and shirts are allowed if neat and pressed, not worn out.
4. No sweatshirts, sweat pants or T-shirts. T-shirts does not mean any cotton/blend knit shirt, t-shirt refers to casual wear/work-out/undershirt style shirts, generally with designs or printing on them.
5. No shorts. Capri length pants are acceptable if worn with appropriate blouses and footwear, if they fall below the knee –mid-calf or longer. If you are too casual, you will be given a warning and the second time sent home.
6. No blue denim jeans or pants made of blue denim-type material allowed. Dress pants or pants (full-length or capri-length) made of cotton/blend materials are acceptable.
7. No sneakers, tennis shoes, running shoes or casual flip-flop style sandals allowed.
8. Stirrup pants are generally acceptable; however tights, or work-out style leggings are not acceptable as pants.
9. No tank tops or midriff baring clothing allowed. No backless shirts are acceptable. Sleeves to the edge of the shoulder are acceptable.
10. Hair should be kept neat and clean.
11. Clothes should be neatly pressed, not wrinkled.

\*When your arms are relaxed at your sides, any article of clothing (skirts, dresses, etc) that is at your waistline and that is not longer than your fingertips is TOO SHORT.

**B. Male Employees**

1. Suits, coat/jacket, tie, clean shirt (collared), pants/slacks and neat shoes or boots are acceptable.
2. Hair and mustache should be kept trimmed and neat.
3. No sneakers or casual sandals allowed.
4. No blue denim jeans or pants made of blue denim acceptable.
5. No tank tops, t-shirts, sweatshirts, sweatpants, shorts.
6. Clothes should be neatly pressed, not wrinkled.

**Special Dress Code/Exceptions:**

1. **“Timesheet Fridays”** (every other Friday, not paydays)- Appropriate dress is ‘business casual.’ No blue jeans, colored denim pants may be worn, with appropriate tops.
2. **“Pay Day Fridays”** are casual days. Blue denim pants may be worn. No sneakers/tennis shoes allowed. Make sure jeans are neat.
3. *On Site Training:* (in our office, building or other county building) – General dress code in effect.
4. *Off Site Training:* Will be addressed by department supervisor accordingly for type of training.
5. Employees working with Commissioners Court in Court will follow General Dress Code.
6. Employees assigned to a Court: If the Judge/Court has a dress code, it will be followed. If the Judge/Court does not have a dress code, employee will follow our General Dress Code.