



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

To: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

From: Kathy Novosad
Sr. Human Resources Generalist

Copy: Ed Sturdivant, County Auditor

Date: December 20, 2018

Subject: Revisions to Employee Information Manual, Section 616

Human Resources is submitting revisions to the Employee Information Manual, *Section 616: Dress Code, Uniforms, and Work Clothes* for your consideration. At the request of the County Auditor and the Board of District Judges, the policy is revised to prohibit the purchase of judicial robes using County Funds.

The revised policy is attached. If you have any questions, please contact County Auditor Ed Sturdivant at 281-341-3760.

616 – DRESS CODE, UNIFORMS AND WORK CLOTHES

Section 616.01 Purpose

The purpose of this policy is to establish guidelines for dress code, uniforms and work clothes, particularly when using County funds to purchase work uniforms or work clothes for employees.

Section 616.02 Dress Code

Elected Officials and Department Heads may set dress code requirements for their employees to reflect the needs of the office or department. Employees must abide by the guidelines of the Elected Official or Department Head, and address questions regarding dress code to their supervisors.

Exceptions to a dress code for religious, disability or other accommodation, if needed, should be discussed with the employee's supervisor and/or Human Resources.

Section 616.03 Uniforms

A uniform is generally an entire outfit of clothing that is **required** to be worn at all times at the workplace, and may include shirts, pants, shoes, hats, jackets, and other necessary clothing.

Uniforms may be purchased by Elected Officials/Department Heads using County funds by following budget and purchasing guidelines. Uniforms are the property of the County, not the individual employee, and shall be returned to the County upon separation of employment.

Elected Officials and Department Heads may set guidelines for the issuance and wear of uniforms as needed in their respective office or department. Employees must follow the specific uniform guidelines of their office/department.

Section 616.04 Non-Uniform Work Clothes

Elected Officials and Department Heads may approve the use of certain clothing items that bear the County seal and name of the office or department (see Section 616.06), which employees may purchase and wear at their option. Because the clothing bears the County seal, it should be well-maintained and employees should be mindful of the way they represent the County while wearing such clothing in public.

In certain limited circumstances, Department Heads/Elected Officials may use County funds to purchase work clothes for employees. Normal budget and purchasing guidelines must be followed. To qualify for use of County funds, the clothing must serve a public purpose (such as to facilitate public recognition beyond that accomplished by an employee I.D. badge) and must be **required** attire for all employees of a work group. Work Clothes are generally a single piece of clothing, such as a shirt, that employees are required to wear to work at specified times. The clothing is the property of the County, not the individual employee, and shall be returned to the County upon separation of employment.

Elected Officials and Department Heads may set guidelines for the issuance and wear of County work clothes as needed in their respective office or department. Employees must follow the specific guidelines of their office/department.

County funds may not be used to purchase judicial robes for judicial

officers, including County Judge, Justice of the Peace, County Court at Law Judge, District Judge, Associate Judge, or for any substitute or stand in of the foregoing.

**Section 616.05
Guidelines for Use of
County Funds to
Purchase Uniforms
or Work Clothes**

General guidelines for County purchased uniforms and clothing include:

1. The recipient of the uniform or clothing must be an employee of the County.
2. The uniform or clothing must be **required** attire, not optional.
3. The uniform or clothing must be clearly marked with the County Seal and the name of the specific office/department (see Section 616.06), or with the official seal, badge or emblem of the office (e.g. Sheriffs Office, Constables Offices and EMS).
4. County-issued uniforms and clothing should only be worn at work and while commuting to/from work, and should not be worn as ordinary clothing outside the employee's course of employment with Fort Bend County. Exceptions to this guideline may apply in some circumstances for law enforcement employees.
5. Jackets and other protective outerwear may only be provided if an employee's job duties must be performed outdoors on a regular basis and use of the employee's personal outerwear is not permitted.
6. Employees may be required to replace lost uniforms or clothing, or items damaged beyond normal wear.
7. Upon termination of employment the employee shall be required to return all County-issued uniforms and clothing to the Elected Official/Department Head. With prior authorization, the cost of unreturned items may be deducted from an employee's final paycheck.

**Section 616.06
County Seal
Standards**

The County Seal is the State of Texas Seal with no background color. The only words on the seal should be "THE STATE OF TEXAS" at the top of the seal and "FORT BEND COUNTY" at the bottom of the seal, using typeface Garamond. The star in the seal can be shaded or black.



If the seal is in color, the oak leaves should be green with brown acorns, and the star gold. Any department or office name should be displayed below the seal, not on or in the seal, in typeface Garamond. Questions regarding seal standards should be directed to the Office of the County Judge.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
January 10, 2012

Revised: January 8, 2019