



ITS Dress Code

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Version History

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1. Purpose

The ITS Dress Code expands upon HR Procedure 401-1 Personal Appearance and Dress Codes for ITS employees. In general, ITS will adhere to the standard HR procedure with some exceptions as described below.

2. Scope

The ITS Dress Code applies to all Johnson County Information Technology Services employees.

3. Roles and Responsibilities

ITS employees should use good judgment and dress appropriately when meeting clients, vendors or the public.

ITS Managers should set good examples in dress and ensure that employees follow this code and County procedures.

4. Related Policies, Procedures, Standards

HR Procedure 401-1 Personal Appearance and Dress Codes

5. ITS Dress Code

5.1. Monday through Thursday

As ITS staff have regular contact with clients and customers, they are expected to present a businesslike appearance. Jeans, athletic clothing, shorts, T-shirts, novelty buttons, baseball hats, and similar items of casual attire should not be worn Mondays through Thursdays.

5.2. Friday

Jeans and tennis shoes are acceptable attire on Fridays. T-shirts are not permitted.

5.3. Special Projects

ITS Managers may grant exceptions for special projects.

5.4. Feed the Need Shorts

ITS will continue to use "Cool and Comfortable for Feed the Need" as a fund raiser during a specified period during the year. During this time, shorts are acceptable on Fridays. Employees should use good judgment and dress appropriately when meeting clients, vendors or the public.

5.5. Employees Exempt from the ITS Dress Code

ITS Data Center employees that work off shifts and ITS employees performing maintenance and support off shifts are exempted from this dress code.