

Tank tops, crop tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, slogans, halter-tops, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

NOTE: Clothing that reveals your back, chest or stomach is not appropriate.

Athletic shoes, flip-flops, slippers (to include thong slippers), or plastic shoes.

- Supervisors may approve exceptions to permit the wearing of jeans and athletic shoes only in appropriate circumstances (e.g., during an office move or site visit where business casual attire would not be recommended). Otherwise, athletic shoes are not to be worn in the office during the normal workday unless medically necessary. Medical documentation from a health care provider requiring the wearing of athletic shoes in the workplace must be submitted to the Office of Human Resources (OHR) for approval.
- **Casual Attire** is a more relaxed form of business casual, while still remaining professional. Casual days will be allowed periodically as announced by the county manager, division, or office approving authority or designee. Casual days are typically reserved for Fridays. Appropriate clothing includes the following:
 - Dress pants or capris that stop directly above or below the ankle.
 - Jeans, denim skirts, dresses and unmarked T-shirts. This policy does not allow jeans with rips, dirty jeans, unhemmed jeans, jeans that sag or jeans that are too tight.
 - Casual dresses and skirts; skirt length should be at a length at which you can sit comfortably in public.
 - Casual shirts, dress shirts, sweaters, polo shirts, turtlenecks, suit jackets or sport jackets. Employees may participate in Football Fridays where high school team logo shirts are worn if neat and clean.
 - Comfortable shoes such as walking shoes, loafers, boots, flats, and dress heels.
- **Court Attire** is Business Professional attire and must be worn for any court appearance, whether as a participant in a case, a witness, or an observer. This not only helps maintain decorum but shows respect for the judicial system. Casual attire is prohibited in any courtroom by ICBOC employees. Appropriate clothing includes:
 - Men: Suits, sport coats, ties, dress shirts, and slacks
 - Women: Suits, dresses, skirts, blouses, and slacks