


**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA**

**IN RE: 29th JUDICIAL DISTRICT :  
OF PENNSYLVANIA, LYCOMING :  
COUNTY COURT OF COMMON : ADMINISTRATIVE ORDER  
PLEAS DRESS CODE :**

**ORDER**

**AND NOW**, this 24<sup>th</sup> day of March, 2015, it is ORDERED and DIRECTED that the Lycoming County Court of Common Pleas Dress Code shall be effective April 1, 2015. All Lycoming County Court of Common Pleas employees, all officers of the Court, and all county employees who appear before the Court are required to adhere to the dress code.

By the Court,



Nancy L. Butts, President Judge

cc: Nancy L. Butts, President Judge  
Dudley N. Anderson, Judge  
Richard A. Gray, Judge  
Marc F. Lovecchio, Judge  
Joy Reynolds McCoy, Judge  
Kevin Way, Court Administrator  
DA  
PD  
APO  
JPO  
DRO  
Prothonotary

**29<sup>th</sup> Judicial District of Pennsylvania  
Lycoming County  
Court of Common Pleas Dress Code**

Employees of the Lycoming County Court of Common Pleas are expected to dress in an appropriate manner to project a professional business like image to the public and fellow employees. Acceptable personal appearance like proper maintenance of work area is an ongoing requirement of employment with the county. This requirement is in effect when the employee is representing the court at any out of office function.

Proper grooming and attire have a positive impact on the office climate. Clothing that is too tight or short or that shows your back, chest, stomach or underwear is never appropriate. Visible tattoos must be completely covered while at work and visible body piercing (except ears) shall not be worn.

This Dress Code applies to all full and part time employees of the 29<sup>th</sup> Judicial District. This policy also applies to interns assigned to each department who are expected to work for a predetermined prescribed period of time.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. The attached chart is divided into court and office appearance. Department Heads that require employees to be in the field to complete their work have authority to allow exceptions to the dress code based on work assignment.

The following are general rules that cover all areas of work:

### **Skirts, Dresses, and skirted Suits**

Dresses and skirts should be at an appropriate length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sundresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

### **Jewelry, Makeup, Perfume and Cologne**

Jewelry and accessories should be suitable for the workplace. Jewelry should not be lewd or offensive and should be of professional taste to accent the professional appearance of the employee. Visible body piercing (except ears) and ear gauges are prohibited. Please wear perfumes, make-up and cologne with restraint. These substances can cause an allergic reaction for fellow employees and members of the public.

### **Personal Grooming**

All employees should maintain a clean and groomed appearance at all times. Attention to personal hygiene is expected. Unconventional hairstyles or applied, unnatural hair colors are not appropriate. Hair color must be of the range of natural hair color. Hair shall be cleaned combed, and neatly trimmed.

### **Religious Attire**

The Court will make every effort to accommodate employees dress standards that are dictated by religious beliefs.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you are uncertain, it is probably not appropriate. Please ask your department manager.

The chart offered below serves only as a guideline for court and office appearance.

### **Guideline for Appropriate Attire - for Court**

Men	Women
<ul style="list-style-type: none"> <li>• Suit, Dress shirt &amp; tie</li> <li>• Sport coat, dress pants, dress shirt &amp; tie</li> <li>• Dress shoes &amp; socks</li> <li>• Khaki Dress Pants (no cargo pants)</li> </ul> <p>All shirts must have collars. Dress pants may include traditional style Dockers, corduroys and khakis</p>	<ul style="list-style-type: none"> <li>• Suit or dress</li> <li>• Skirt or dress slacks, with blazer/ blouse/ sweater</li> <li>• Dress shoes or boots</li> <li>• Dress sandals with backs</li> </ul> <p>Dress slacks may include traditional style corduroys and khakis</p>

### **Guideline for Appropriate Attire - for Office**

Below is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed too. Neither list is all-inclusive and both are open to change.

#### **Slacks, Pants, and Suit Pants**

Men	Women
<p>Appropriate:</p> <ul style="list-style-type: none"> <li>• Dockers</li> <li>• Khakis</li> <li>• Other cotton or synthetic material pants</li> <li>• Cargo Pants (field work only)</li> </ul> <p>Inappropriate:</p> <ul style="list-style-type: none"> <li>• Jeans (except for donation day)</li> <li>• Sweatpants/exercise pants</li> <li>• Shorts</li> <li>• MC Hammer pants</li> </ul>	<p>Appropriate:</p> <ul style="list-style-type: none"> <li>• Dockers</li> <li>• Khakis</li> <li>• Chinos</li> <li>• Mid-calf length dress pants ( Capris )</li> <li>• Other cotton or synthetic material slacks</li> </ul> <p>Inappropriate:</p> <ul style="list-style-type: none"> <li>• Jeans (except for donation days)</li> <li>• Pants that are less than mid- calf</li> <li>• Sweatpants/exercise pants</li> <li>• Shorts</li> <li>• Leggings as outerwear</li> <li>• Spandex or other form-fitting pants</li> </ul>

## **Shirts, tops, Blouses, and Jackets**

Men	Women
<p>Appropriate:</p> <ul style="list-style-type: none"><li>• Casual Shirts</li><li>• Dress Shirts</li><li>• Sweaters</li><li>• Golf-type/polo shirts</li><li>• Turtlenecks</li><li>• Suit jackets</li><li>• Court Logo Shirts</li></ul> <p>Inappropriate:</p> <ul style="list-style-type: none"><li>• Sleeveless shirts</li><li>• Shirts with potentially offensive words, team logos, pictures, cartoons, or slogans</li><li>• Sweatshirts</li><li>• T-shirt unless worn under another shirt</li></ul>	<p>Appropriate:</p> <ul style="list-style-type: none"><li>• Blouses</li><li>• Dress shirts</li><li>• Sweaters</li><li>• Suit jackets</li><li>• Turtlenecks</li><li>• Court Logo Shirts</li></ul> <p>Inappropriate:</p> <ul style="list-style-type: none"><li>• Tank tops</li><li>• Midriff tops</li><li>• Shirts with potentially offensive words, team logos, pictures, cartoons, or slogans</li><li>• Halter-tops</li><li>• Tops with bare shoulders</li><li>• Sweatshirts</li><li>• T-Shirts unless worn under another blouse, shirt, jacket or dress</li></ul>

## **Shoes and Footwear**

Men	Women
<p>Appropriate:</p> <ul style="list-style-type: none"><li>• Dress Shoes</li><li>• Casual Footwear and boots</li></ul> <p>Inappropriate:</p> <ul style="list-style-type: none"><li>• Sandals</li><li>• Athletic shoes</li><li>• Tennis shoes</li><li>• Flip-flops</li><li>• Slippers</li><li>• Rubber shoes similar to Crocs</li></ul>	<p>Appropriate:</p> <ul style="list-style-type: none"><li>• Dress shoes-flats, heels, dressy sandals with backs</li></ul> <p>Inappropriate:</p> <ul style="list-style-type: none"><li>• Athletic shoes</li><li>• Tennis shoes</li><li>• Flip-flops</li><li>• Slippers</li><li>• Rubber shoes similar to Crocs</li></ul>

**ELECTED OFFICIALS OR DEPARTMENT HEADS MAY ALLOW EXCEPTIONS IN CERTAIN CIRCUMSTANCES, SUCH AS TRAINING, FIELD EXERCISES, AND ON-CALL AFTER HOURS, WHERE THE NORMAL COURT/ BUSINESS ATTIRE IS NOT APPROPRIATE TO PERFORM THE DUTIES OF THE JOB.**

## **Enforcement**

All personnel of the Court are required to follow the Dress Code. Elected officials, department heads and supervisors are responsible for monitoring and enforcing the policy. Employees who report to work in unacceptable attire will be reminded of the Dress code and may be required to return home and change into acceptable clothing. Unscheduled leave time use will apply. Repeated policy violations will result in the progressive disciplinary action up to and including termination.