

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Supervisor Tavaglione

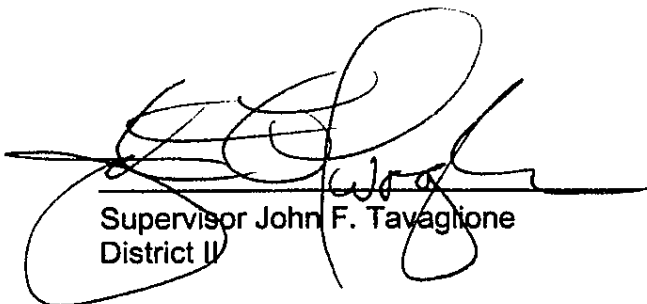
**SUBMITTAL DATE:** June 6, 2001

**SUBJECT:** Optional Casual Dress Policy

**RECOMMENDED MOTION:** Approval of Alternative A or Alternative B for an optional "Business Casual" Dress Policy to aid employee productivity and comfort as a result of the County's energy conservation efforts, effective immediately through September 28, 2001, subject to meet and confer obligations, if necessary.

**BACKGROUND:** Due to the current energy crisis facing the State of California, the Board of Supervisors has adopted a goal to reduce power consumption by 10%. To help achieve this goal, thermostats will be set no lower than 74 degrees during the summer. The effects of outside temperatures, proximity of work areas to windows and doors, and the use of computers and machinery will likely result in temperatures above 74 degrees in many workplaces.

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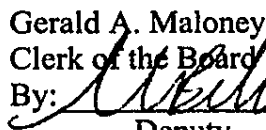


Supervisor John F. Tavaglione  
District II

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Mullen and duly carried by unanimous vote, IT WAS ORDERED that Alternative B is approved as recommended, and that Alternative A is approved as a guideline ONLY.

Ayes: Buster, Tavaglione, Venable, Wilson and Mullen  
Noes: None  
Absent: None  
Date: June 12, 2001  
xc: Supv. Tavaglione, HR, SEIU, PERC

Gerald A. Maloney  
Clerk of the Board  
By:   
Deputy

**Background (continued)**

To compensate for the warmer temperatures in County facilities and maintain a professional County image, a revised Business Casual Dress Policy is recommended to allow flexibility to department heads in the current dress standards. (This policy complements the Energy Policy by providing guidelines to department heads in considering a summer dress code.) This Policy is not intended to replace dress standards that have already been negotiated or established based on working conditions and safety requirements, which may restrict or require the wearing of certain clothing. This Policy is subject to the "meet and confer" process for those employees who are represented by unions.

**Summer Casual Dress Policy  
Alternative A**

Business casual wear is a style of dress. It is not play wear, leisurewear, or beachwear. Clothing and footwear should be clean and in good repair – i.e., not faded, torn or frayed. Listed below are some guidelines of what APPROPRIATE and INAPPROPRIATE attire may include when determining business casual attire.

	<b>Appropriate</b>	<b>Inappropriate</b>
<b><u>TOPS</u></b>		
Polo-type shirts (County of Riverside logo or specific County Department/Agency logo)	<b>X</b>	
Collared shirts open at the collar	<b>X</b>	
Short-sleeved or sleeveless dresses, shirts or tops	<b>X</b>	
Dresses or tops with spaghetti straps		<b>X</b>
Low front or low back dresses, blouses or shirts		<b>X</b>
Tank tops		<b>X</b>
Tee shirts		<b>X</b>
<b><u>BOTTOMS</u></b>		
Casual pants (khaki or "dockers")	<b>X</b>	
Casual skirts or culottes	<b>X</b>	
Jeans (denim and colored)		<b>X</b>
Shorts, skorts, dresses or jumpsuits that look like shorts		<b>X</b>
Gym or sweat pants or workout wear		<b>X</b>
Leggings		<b>X</b>
<b><u>FOOTWEAR</u></b>		
Loafers	<b>X</b>	
Flat shoes	<b>X</b>	
Dress Sandals	<b>X</b>	
Sneakers/Tennis shoes		<b>X</b>
Casual Sandals, thongs or flip-flops		<b>X</b>

**Background (continued)**

**Summer Casual Dress Policy  
Alternative B**

As an alternative to the guidelines for "Tops" described in Alternative A, the Board of Supervisors may wish to consider the benefits of integrating in the Business Casual Dress Policy with the availability of shirts (Polo) with County or department specific logos. Professional image and quality service go hand-in-hand to promote a total positive image to our public. Many contemporary companies and corporations have successfully endorsed logo attire as an option that promotes a sense of team, corporate identity, and a neat option for casual attire. This would provide a means to promote our own form of pride and "brand" recognition for the County of Riverside.

Implementing a business casual dress policy for the summer months will be well received by employees and will assist in their productivity and comfort with warmer temperatures in County facilities.