

Spirit Day Policy



Applies only to Board of Commissioners Employees

Effective Date: 12/97, Revised 4/06

§-I. PURPOSE

To promote a teamwork environment, Cobb County has designated every Friday as Spirit Day.

§-II. SCOPE

This policy applies to all county employees under the Board of Commissioners.

§-III. PROCEDURES

A. On Fridays employees are encouraged to wear a Cobb County insignia shirt with casual slacks.

B. Employees may dress in comfortable, casual attire, as long as it is neat, clean, appropriate for the work environment, and projects a positive, professional image. Appropriate attire for dress with County insignia shirt will include any casual slacks or skirts, khakis and casual shoes or sandals.

C. Business reasons might require employees to wear formal business attire or a uniform on Spirit Day. Employees should consider their level of customer and public contact, and the types of meetings they are scheduled to attend to determine what is appropriate attire for them. Department management must approve any deviation from department uniform guidelines or dress code.

D. Employees must use good judgment in determining the appropriate casual attire to wear to the office. Specific attire that is not permitted for Spirit Day includes but is not limited to:

- Attire with offensive slogans or pictures
- Torn clothing
- Sweat pants
- Jeans
- Loose footwear such as flip-flops
- Bare feet
- Shorts or skorts
- Revealing attire (minis, halters, see-through attire)
- Tennis shoes

Supervisors and managers reserve the right to prohibit attire they reasonably deem inappropriate for the business needs, professionalism, and customer contact in their departments.

E. Supervisors and managers may specify additional or alternative dress requirements based on the business needs of their department. Supervisors and managers may also impose special dress and grooming requirements necessary for employee safety.

F. At times departmental projects such as moving, boxing files for storage, etc. may require some or all department personnel to dress in casual attire. This policy will not prohibit a department manager from allowing employees to dress according to the work assignment.

G. This policy does not require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so.