

SUPERIOR COURT  
OF THE  
STATE OF DELAWARE

HENRY duPONT RIDGELY  
PRESIDENT JUDGE

COURT HOUSE  
DOVER, DE 19901

**ADMINISTRATIVE DIRECTIVE  
OF THE  
PRESIDENT JUDGE OF THE SUPERIOR COURT  
OF THE STATE OF DELAWARE**

**NO. 96-4**

**EMPLOYEE DRESS CODE POLICY**

This 4th day of October, 1996, upon consideration of the recommendations of the Total Quality Management Green Team developed after the opportunity for all staff to comment, and with the approval of the Judges of the Superior Court, **IT IS DIRECTED THAT:**

- 1) Effective January 1, 1997 the attached Employee Dress Code Policy shall take effect.
- 2) From the date of this Administrative Directive until the effective date of the Dress Code Policy all staff should read this policy and become familiar with it. The Court Administrator shall cause a copy of this Administrative Directive and Dress Code Policy to be delivered to all present and future staff including casual/seasonal employees, volunteers, interns and community service workers.

  
\_\_\_\_\_  
President Judge

Attachment

xc: Superior Court Judges  
Thomas J. Ralston, Court Administrator  
TQM Green Team  
File

**SUPERIOR COURT  
OF THE  
STATE OF DELAWARE**

**Employee Dress Code Policy**

**Employee Appearance**

Superior Court is committed to excellence in the delivery of services to our customers. We take pride in the work we do and in our professionalism in doing it. Each employee is a representative of the Court and we value their contributions. Our professionalism is reflected both in our appearance as well as our actual job performance. A professional appearance conveys an atmosphere of competence, respect, dignity, and efficiency. When we conduct ourselves in a professional manner, we encourage the same from our customers. Although it may seem evident to most employees what constitutes appropriate dress, some standards are necessary due to differences in interpretation. These standards apply to all Superior Court staff including casual/seasonal employees, volunteers, interns, and community service workers.

**General Guidelines**

Employees are expected to follow the dress code when attending training or conferences unless instructed otherwise. Extreme conditions may warrant exceptions to these standards which will be determined by the supervisor and/or appropriate manager or administrator. Since styles are subject to change and it is not possible to include examples of all items that would be inappropriate, employees are expected to exercise good judgment and discretion in their choice of attire.

All employees are expected to practice good grooming and personal hygiene. Their clothing should be neat and clean. Clothing should reflect a professional, business appearance as opposed to a casual appearance.

**Acceptable Attire**

For Men: A suit or sportcoat for the courtroom; dress shirt, tie (worn appropriately and visibly); dress pants or slacks; dress shoes and hosiery at all times; sweaters or vests.

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For Women: Dresses and skirts of moderate length (no more than a maximum of four (4) inches above the knee when standing); dress blouse; hosiery at all times, except during the very hot days of summer; dress shoes and dress sandals; dress pants and coordinated blouses; pantsuits, skort suits, walking short suits (provided the length is no more than four (4) inches above the knee when standing); sweaters and blazers.

For Uniformed Staff: All uniformed staff shall report to work in their assigned uniform for that county. The uniform of staff shall be worn properly, shall be clean with shoes shined, and all equipment used in their job in good working order and on the person that they are assigned to at all times.

### **Unacceptable Attire**

Tight and revealing clothing is never appropriate. The following items of clothing are not considered appropriate attire for the Court: garments printed with slogans or pictures; unpressed clothing; tee shirts and sweatshirts; tank tops or sun dresses (unless worn with a blazer); denim pants; sneakers; thongs, clogs and related footwear; windbreakers and other coats designed for outdoor wear.

### **Casual Days**

Casual days (dress down days) may be permitted in the discretion of the Resident Judge in each county. Casual days shall allow for the option of dressing more casually, provided you are not required to be in court (casual days do not apply to any court personnel while attending court), attend training provided by another agency, or represent Superior Court at any other meeting and/or function. As in all cases, common sense and judgment shall prevail. Sweatshirts, sweatpants, leggings, denim jeans, tee shirts with appropriate slogans or pictures, and sneakers/athletic shoes are examples of acceptable attire for casual days.

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### **Employee Accountability**

It is the responsibility of each employee to meet the Court's expectations for their personal appearance on a daily basis. Failure to comply with the established standards shall result in the employee being given a warning and a reasonable time to return to their residence and change into acceptable attire. A second failure to comply with the standards shall result in a written warning and the employee shall return to their residence and change into acceptable attire using available leave time. A third failure to comply with the standards shall result in action pursuant to 15.024 of the Judicial Branch Personnel Rules and/or Chapter 15 of the Merit Rules. Supervisors will be held responsible to ensure that each employee adheres to the standards.