

SUPERIOR COURT OF GUAM	ADMINISTRATIVE POLICY
UNIFORM POLICY	EFFECTIVE DATE: 4/25/97

I. BACKGROUND

On April 25, 1997, Court employees were issued and required to wear Court Uniforms selected by the Uniform Committee which is comprised of a representative from each division.

II. STATEMENT OF POLICY

It is the Court's policy that the personal appearance of its employees while conducting public service be presented in a conservative and professional attire so as to enhance the favorable image of the Superior Court of Guam. Accordingly, Court-issued Uniforms are classified as Court property and as such, all designated employees who are required to wear uniforms must adhere to the following provisions relative to the issuance, maintenance, and appropriate wear. This policy supercedes all previous Uniform policies.

The Uniform Committee shall continue to serve as the administering body in conjunction with all issues relating to the Court's uniform apparel. Recommendations from the Uniform Committee will be forwarded to the Administrative Director for final approval.

III. UNIFORM SPECIFICATIONS

WOMENS

Dress
Skirt
Pants
Blouse
Blazer
Scarf

MENS

Long-Sleeved Shirt
Pants
Tie

IV. PROPER ATTIRE

General: From Mondays through Thursdays, it is **mandatory** that employees issued uniforms wear his/her uniform in the manner described below and are prohibited from modifying i.e. changing buttons, removing pockets, cutting sleeves, etc. without written approval from the Uniform Committee. On Fridays, employees are not required to be in uniform, but the appropriate business-like attire will remain in effect.

1. **WOMEN'S:**
 - A. Dress and skirt lengths shall be no more than two (2) inches above the knee.
 - B. Dress shoes are appropriate, preferably black. No sandals, tennis shoes, or slippers shall be worn with the uniform, unless medically necessary.
 - C. Only skirts and pants issued by the Court are permissible to be worn.
 - D. No obscene jewelry is allowed to be worn with Court uniforms. Additionally, protruding jewelry is discouraged.
 - E. Black, off-black, off-white, or natural-colored hosiery is most appropriate but without any designs such as nets, glitters, studs, etc.
 - F. Only Court-issued scarfs shall be worn.
 - G. Belts are not a part of the uniform attire, therefore, are not permissible.

2. **MEN'S:**
 - A. Only Court-issued black pants are permissible to be worn.
 - B. Only Court-issued ties and shirts can be worn.
 - C. Dress shoes are appropriate, preferably black.
 - D. Black suspenders are allowed but at the employee's personal expense.
 - E. No obscene jewelry is allowed to be worn with the Court Uniform.

III. OTHER PROVISIONS

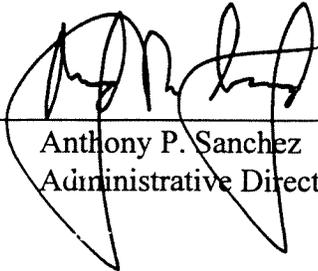
1. An employee will be entitled to the Court Uniform upon completion of probationary period.
2. Employees who wish to obtain a larger quantity of the Uniform, may do so, however at the employee's personal expense.
3. Uniforms may not be used as personal attire outside official duty.
4. Once an employee is issued Uniforms, it shall be the responsibility of the employee to maintain the clothing in a neat and clean condition. Uniforms whose condition no longer meets the proper appearance must be turned in for replacement with written justification.
5. Employees shall not loan to another person his/her issued Uniform.
6. Employees are strictly prohibited from using their official Uniform for personal or financial gain or for obtaining privileges not otherwise available to them except in the performance of duty.

IV. CONSEQUENCES

Employees who do not comply with this policy by reporting to work in an improper attire or by not using their issued Uniform during designated uniform days shall be instructed by the Division Head to return home and change to the Court-issued Uniform. Such absence from work shall be charged to the employee's annual leave. Repeated violations of this policy will be cause for disciplinary action.

V. EXCEPTIONS TO THIS POLICY

Exceptions to this policy will be permitted when it is medically necessary or when other Court personnel are dressed in a manner consistent with the nature of work such as Field Marshals, Probation Officers, or Maintenance personnel. Also, this policy is not applicable to employees on maternity or unclassified status.



Anthony P. Sanchez
Administrative Director

APR 24 1987

Date