
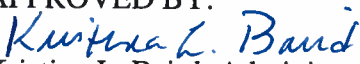


**JUDICIARY OF GUAM  
POLICY AND PROCEDURES  
ADMINISTRATIVE POLICY NO. UJ20-05**

  <b>Judiciary of Guam</b>	Division:  <b>ADMINISTRATIVE OFFICE OF THE COURTS</b>
<b>TITLE:</b> Pilot Uniform Policy for Non-Law Enforcement Employees	<b>EFFECTIVE DATE:</b> April 25, 1997
<b>REVISED DATE:</b> April 29, 2020	<b>APPROVED BY:</b>  Kristina L. Baird, Administrator of the Courts

**I. PURPOSE**

The Judiciary of Guam (“Judiciary”) purchased and issued uniforms to certain non-law enforcement employees. This policy will govern the use of these uniforms during this pilot or trial phase of this uniform policy. Employee feedback and experiences, as well as budgetary considerations will determine whether uniforms will be used permanently or distributed to new employees as they enter employment with the Judiciary. This policy is not applicable to law enforcement employees (Marshals and Probation). This policy is also not applicable to employees who must wear other uniforms based on specific work requirements (Facilities Maintenance employees).

**II. STATEMENT OF POLICY**

It is the Judiciary’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 Judiciary. Accordingly, Judiciary-issued uniforms are classified as Judiciary property and, as such, all designated employees must adhere to the following provisions relative to the issuance, maintenance, and appropriate wear. This policy supersedes all previous uniform policies for non-law enforcement employees, to include the Uniform Policy dated April 25, 1997.

**III. APPLICATION**

The term of this pilot phase will be for one (1) year. The Administrator of the Courts (“AOC”) may change the term, amend or rescind this policy at any time.

Use of Judiciary-issued uniforms may be enforced during designated uniform days. Any employee who receives uniforms must agree to make reasonable efforts to use them. For example, if an employee is issued three (3) uniforms, the employee should wear a uniform three (3) days per week. If an employee accepts Judiciary-issued uniforms and does not meet this expectation, the uniforms may be required to be returned. Use of Judiciary-issued uniforms is governed by this policy.

#### **IV. UNIFORM SPECIFICATIONS**

**FEMALE:** Navy Blue Button Down  $\frac{3}{4}$  Sleeve Shirt or Button Down Long Sleeve Shirt with the Judiciary of Guam embroidery.

**MALE:** Navy Blue Button Down Long Sleeve Shirt or Button Down Short Sleeve Shirt with the Judiciary of Guam embroidery.

#### **V. WORKPLACE ATTIRE**

**General:** Judiciary-issued uniforms should be worn in the manner described below.

##### **A. FEMALE:**

1. Only the Judiciary-issued uniform shirts can be worn.
2. It is preferred that black, gray, navy blue, or khaki-colored dress skirts or dress pants be worn with the uniform shirts.
3. Skirt lengths shall be no more than two (2) inches above the knee.
4. Dress shoes are appropriate.
5. The General Standards of the Judiciary's Dress Code Policy, UJ20-01 still apply.

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##### **B. MALE:**

1. Only the Judiciary-issued uniform shirts can be worn.
2. It is preferred that black, gray, navy blue, or khaki-colored dress pants be worn with the uniform shirts.
3. Dress shoes are appropriate.
4. The General Standards of the Judiciary's Dress Code Policy, UJ20-01 still apply.

#### **VI. GENERAL PROVISIONS**

- A. Employees are required to sign out for the uniforms.
- B. Once issued, the employee is responsible to ensure the uniforms remain in good condition, and are neat and clean.
- C. Uniforms must not be altered in any way, i.e. changing buttons, removing pockets, cutting sleeves, etc., without prior written approval from the Administrator of the Courts.

- D. Uniforms must be worn in a presentable fashion, cleaned and ironed.
- E. Uniforms may not be used as personal attire outside official duty.
- F. Employees shall not loan the issued uniform to another person.
- G. Employees are strictly prohibited from using their official uniform to obtain personal gain or privileges.
- H. Uniforms which no longer meet the standard of appearance through normal wear and tear may be returned for replacement, with written justification and subject to the availability of funds and approval of the Administrator of the Courts.
- I. In the event court issued uniforms are lost, damaged or stolen, employees shall comply with provisions set forth in the Judiciary's Administrative Policy No. 001-92, Lost, Damage or Theft of Court-Issued Property.
- J. When an employee separates from the Judiciary, all court-issued uniforms must be surrendered to the Procurement Office upon clearance.

## **VII. EXCEPTIONS**

This policy may vary for different sections or specific individuals based on special events, particular tasks to be performed, customer needs, medical reasons, religious beliefs and practices, or other extenuating circumstances. Deviation from this policy will be subject to the prior approval of the Division Manager.

## **VIII. UNIFORM POLICY VIOLATIONS**

Employees who do not comply with this policy by reporting to work in improper attire or by not using their issued uniform, without proper authorization, during designated uniform days, shall be instructed by the Division Manager to return home to change and report to work in a timely manner with appropriate workplace attire. Such absence from work shall be charged to the employee's annual leave; compensatory time earned or leave without pay. Violations of this policy shall be documented and repeated violations will be cause for progressive disciplinary action in conjunction with the Judiciary's Personnel Rules and Regulations.

## **IX. ADMINISTRATIVE AUTHORITY**

The Administrator of the Courts shall have the discretion and authority to implement this policy and to resolve issues not expressly covered by this policy.

## **X. REFERENCES**

1. Administrative Policy No. 001-92 - Loss, Damage or Theft of Court-Issued Property.
2. Administrative Policy No. UJ20-01 – Dress Code Policy.

