

Tattoo and Body Piercing Policy

Section 1.1

PURPOSE

It is the City's policy that personal appearance should complement a work environment that reflects a professionally operated organization. This policy is intended to define appropriate "professional personal appearance" regarding the display of tattoos and/or body piercings during normal business operations.

For Police Department sworn personnel, refer to the Police Department's *Tattoo and Body Piercing Policy*.

POLICY

Employees of the City are required to project a professional personal appearance while at work. This policy shall apply when employees are engaging in official City business or are otherwise representing the City. All City employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is personal appearance. All employees are representatives of the City and therefore personal appearance should:

- Present a professional or identifiable appearance for external and internal customers as well as the public.
- Promote a positive working environment.
- Limit distractions caused by tattoos or body piercings.
- Ensure and promote safety while at work.

Prohibited Tattoos and Body Piercings

Some tattoos and body piercing are unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- No visible tattoos are allowed above the shoulders (excluding tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners).
- Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.
- Objects, articles, jewelry (including ear lobe expanders), or ornamentation of any kind shall not be inserted, attached to or through the skin if visible on the tongue, any part of the mouth, or cheek. Two (2) sets of reasonably-sized earrings may be worn in each ear lobe. A single (1) stud or ring may be displayed in one (1) nose and/or one (1) eyebrow piercing, if it does not exceed ½ inch in size.
- Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert.

If an employee has a question about how the tattoo and body piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

Exceptions or exemptions to this policy require the prior approval of the Department Head and the City Manager. Employees who were employed prior to the adoption of this policy by the City Council on August 21, 2018 may request an exemption from his/her Department Head and the City Manager for existing tattoos and/or piercings. Such exemptions shall be granted as long as the employee had the tattoo(s) and/or piercing(s) prior to the adoption date of this policy and they do not interfere with personal or public safety.

Special Accommodations

It is the intent of this policy to comply with all applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex, or national origin. The City will make every effort to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for said employees to comply fully with this policy. Employees should contact their Department Head to request such a reasonable accommodation. Department Heads and the HR/RM Department will work with the employee to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City.

Disciplinary Action

Department Heads and managers are responsible for enforcing this policy in their areas of responsibility. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate and timely action, and counseling employees who display inappropriate personal business appearance. Counseling shall be conducted in a discreet and private manner. If an employee's personal appearance fails to meet policy standards it will be considered as reporting not ready to work and the employee may be sent home. Employees who are sent home to comply with this policy must utilize their own accrued leave time, or time off without pay. Subsequent violations of this policy may lead to progressive discipline, up to and including termination. Requests for advice and assistance in administering or interpreting this policy should be directed to the HR/RM Department.

OPERATIONAL PROCEDURE**HR/RM Department**

Employees shall receive the *Tattoo and Body Piercing Policy* upon commencement of employment and/or through initial email distribution and by posting it on the City's HR web page.

Employees

Responsible for adhering to this policy.

Department Heads and Managers

Enforce this policy in their areas of responsibility. If questionable or inappropriate tattoos and/or body piercing are displayed, the respective Department Head or department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the tattoo and/or body piercing.

If an obvious policy violation occurs, the Department Head will hold a private discussion with the employee and ask the employee to cover the tattoo and/or body piercing, or to go home and change his/her attire immediately as appropriate.