

## Dress Code Policy

## Section 1.1

### PURPOSE

It is the City's policy that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "business attire" during normal business operations.

### POLICY

Employees of the City are required to dress appropriately for the jobs they are performing. 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 dress and appearance. All employees are representatives of the City and therefore dress and 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 inappropriate dress.
- Ensure and promote safety while at work.
- Dress in a manner that is normally accepted in comparable operations.

### Appropriate Attire

- Neat and Well-Groomed — during working hours, employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and ensure that their clothing is clean, ironed and not torn, ripped or stained.
- Professional Attire — Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is not appropriate.
- Where uniforms are required, they must be worn during work hours. The uniforms should be neat and clean when the employee arrives for work.
- Job Specific — this dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements. Employees who regularly lift machinery or heavy materials should not wear dangling clothing or jewelry that may get caught in machinery and should wear comfortable, slip-resistant, safety shoes at all times.
- Good personal hygiene is required.
- Attire and footwear must be appropriate for work setting, particularly if there is public contact.
- Department Heads have discretion to further expand on what is considered appropriate attire within their respective departments/divisions.

### Prohibited Attire

Some attire is unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- Any clothing that contains an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way.
- Cut-offs or shorts
- Gym wear or beachwear
- Clothing that reveals the employee's under garments
- Spandex, Lycra, or leggings

- Tank tops, tube tops, halter-tops, or shirts with spaghetti straps.
- Off the shoulder tops
- Lounge wear (i.e. pajama pants)
- Sweatshirts or sweatpants
- Miniskirts
- Flip-flops
- Any clothing that reveals the employee's stomach, full back, cleavage, or chest, or otherwise revealing attire.
- If logos are on clothing, these logos should not promote contractors or vendors that may conduct business with the City.

The City recognizes the appropriateness and benefits of permitting casual business attire for certain events, functions, or occasions. As such, the City Manager, in his sole discretion, may from time to time authorize casual business attire for such events, functions, or occasions. The City Manager shall communicate such authorization in advance and in a manner, that enables the broadest degree of participation among employees. He/she may also provide separate guidelines or restrictions specific to each event, function, or occasion.

Exceptions to this policy require the prior approval of the Department Head and the City Manager. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear items inconsistent with this policy.

### **Jewelry**

Jewelry is acceptable, except where it constitutes a health or safety hazard, and/or conflicts with the City's *Tattoo and Body Piercing Policy*.

### **Special Accommodations**

It is the intent of this policy to comply with all applicable state, local and federal laws prohibiting discrimination based on race, religious creed color, national origin, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status . 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 the dress code policy. Employees should contact their Department Head to request such a reasonable accommodation. Department Heads and the Human Resources 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 the dress code 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 are inappropriately dressed. Counseling shall be conducted in a discreet and private manner. If an employee's clothing 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 change their attire 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 Department.

**OPERATIONAL PROCEDURE****Human Resources**

Employees shall receive the dress code policy upon commencement of employment and/or through initial email distribution and by posting on the City's Human Resources web page.

**Employees**

Responsible for adhering to this policy.

**Department Heads and Managers**

Enforce the dress code policy in their areas of responsibility. If questionable attire is worn, 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 attire.

If an obvious policy violation occurs, the Department Head will hold a private discussion with the employee and ask the employee to go home and change their attire immediately as appropriate.