

REVISED DRESS CODE POLICY

The City expects that all employees, uniformed and non-uniformed, will present a professional image at all times when performing job tasks. A professional image means wearing clothing that is clean, neat and with no holes or fraying. Without compromising the professional image the City seeks to portray, the City wishes to allow employees to dress comfortably. Employees are expected to be well groomed and dressed in a manner that is suitable for their responsibility and position as directed by their respective Department Head.

Uniformed Employees

Employees required to wear standardized uniforms in the Police and Public Works departments shall follow the particular standards established in their respective departments related to acceptable and required uniform attire including any required safety related equipment and clothing. When permitted by department policy, if a typically uniformed employee is allowed to wear non-uniform attire when performing job tasks, he shall follow the standards established for non-uniformed employees.

Non-uniformed Employees

~~The City utilizes a business casual standard for all non-uniformed employees. Business casual is not to be interpreted as encouraging sloppiness. The City defines business casual as being the following:~~

- ~~a) Men: slacks, collared shirt, sweater or blazer over a collared or non-collared shirt.~~
- ~~b) Women: slacks, skirts, dresses, blouses or sweaters.~~

Jewelry and Tattoos

The City permits employees to wear appropriate jewelry and to display tattoos at the workplace. Department Heads and the Personnel Officer will determine if jewelry or tattoos may pose a conflict with the employee's job or work environment subject to the following conditions:

- a) Personal safety of self or others, or damage to company property.
- b) Productivity or performance expectations.
- c) Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- d) Corporate or societal norms.
- e) Customer complaints.

If it is determined an employee's jewelry or tattoos may present such a conflict, the employee will be required to identify appropriate options such as removal of excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict. Failure to do so will result in disciplinary action up to and including termination.

Unacceptable Clothing/Accessories

The following is a list of clothing/accessory articles that are not allowed and shall not be worn. While the list below provides a broad range of unacceptable attire, at any time a Department Head may deem attire that is not listed below unacceptable.

- a) Sweat suits or sweat pants
- b) Shorts
- c) Short skirts (more than 3" above the knee)
- d) Tank tops, t-shirts, halter tops, midriff tops, low cut tops or tops with a low neckline
- e) Any type of shirt or clothing with objectionable wording, logo, or slogan
- f) Beachwear or bib overalls
- g) Jeans of any color (except on designated casual days, i.e. Fridays)

~~h) Gym shoes (except on designated casual days, i.e. Fridays)~~

~~i) Tight or revealing clothing~~

~~j) Torn or frayed clothing~~

~~k) Hats (except as provided by the City)~~

~~l) Visible offensive tattoos~~

~~In certain instances, non-uniformed personnel whose primary duties require them to spend a significant amount of time in the field may receive authorization from a Department Head to wear attire not specified as acceptable business casual attire. Specifically, field personnel may be permitted to wear shorts, jeans, hats and other clothing consistent with the Department Head's guidelines. Head covers that are required for religious purposes or to honor cultural tradition are permitted.~~

All staff members must wear clothing suitable for a business environment and appear neat and well-groomed at all times. It is critical that employees present a professional image when serving the public. Unless required to wear a uniform, or addressed by a collective bargaining agreement (CBA), dress is business casual Monday through Thursday. Unripped denim and athletic shoes may be worn on designated Fridays. Employees are expected to exercise good judgment when dressing for work. If there is a question about whether something looks appropriate and complies with this policy or if you have need of an exception to this policy for religious or medical reasons, consult your supervisor, Department Director, or Human Resources. Employees are expected to be well groomed and dressed in a manner suitable for their responsibilities and positions. Employees whose clothing is deemed unacceptable may be sent home to change and will not be paid for the time not working to change clothing.

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Below is a list of acceptable and unacceptable business casual attire (not all-inclusive).

Acceptable:

1. Approved City logo wear
2. Collared dress shirts, polos, knit shirts, blouses, sweaters, jackets, vests, collared shirts
3. Dress pants, chinos, capri pants, skirts, dresses
4. Non-athletic casual or dress shoes

Unacceptable:

1. Athletic type shoes such as sneakers (except designated Fridays), Crocs, or Tevas, shoes that pose a potential safety risk, house slippers, open toed non-dress shoes
2. Jeans (except designated Fridays), shorts, pajamas, miniskirts or mini dresses, leggings or lycra/spandex clothing that is unprofessionally worn (i.e. not covered to mid-thigh or longer).
3. Shirts referencing alcohol, drugs, or potentially offensive graphics, political messaging, crop tops, spaghetti straps, off the shoulder, or tight/revealing clothing.
4. Clothing which is wrinkled, faded, torn or tattered, or otherwise presents an unkempt or unclean appearance.
5. Excessive or potentially offensive tattoos (acceptable if covered).
6. Body odor and poor personal hygiene.
7. Excessive perfume, cologne, and/or after shave lotion.
8. Hats (except for religious or medical purpose or provided by the city).

Due to the scope of work for particular positions (Inspectors, etc.), certain exceptions to this policy may apply. Employees may also be required to wear City authorized uniforms and/or City issued safety clothing. Departments are responsible for communicating these guidelines to their employees. Uniform allowances are addressed by current CBAs and/or Departmental regulations.

Employees shall not wear a City uniform into any business establishment where the primary purpose of the business is the selling or furnishing of alcoholic beverages, cannabis, or cannabis related products unless in the performance of duty and in accordance with published standards of conduct.

All City logo wear remains the property of the City and must be returned to the City at the time of termination of employment.

APPEARANCE:

- Authorized uniforms provided by the City must be worn at all times during scheduled working hours unless otherwise indicated by the Department/Division directive. Uniform allowances are addressed by current CBAs and/or Departmental regulations. In no circumstance shall an employee be paid any compensation for uniform allowance unused at the end of the year or at the end of the employee's employment relationship with the City (regardless of the reason).
- Employees shall not wear a City uniform into any business establishment where the primary purpose of the business is the selling or furnishing of alcoholic beverages, cannabis, or cannabis related products unless in the

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performance of duty and in accordance with published standards of conduct.

- Like all other personnel policies in the Handbook, the City Administrator may periodically issue revised or alternate appearance standards to ensure all employees present a proper image to the citizens of the community for unique events or business reasons.
- Employees are expected to project a professional appearance and ready to work that presents the professional nature of the service and interactions expected of the residents.

Enforcement

Department Heads are responsible for monitoring the appearance of their respective employees. The determination as to what is acceptable appearance shall be made by the Personnel Officer and shall be final. If it is determined that an employee is not in compliance with City standards for appropriate workplace appearance or violating any safety guidelines, the employee may be sent home (without pay unless an employee is permitted to use accrued benefit time) to change. Additional disciplinary action may be taken for repeated violation of the dress code standards.