

2.12 Dress, Appearance and Uniforms

Employees of the City must present a clean and professional appearance while conducting City business, in or outside the office. Dressing in a fashion that is unprofessional, deemed unsafe, or that negatively affects the City's reputation or image is not acceptable. Employees are permitted to dress in a casual business manner. Jeans are permitted but not if torn, frayed, or distressed. Proper hygiene and grooming is required. Moderation and neatness in dress, hairstyle, and make-up is required. Use of perfume, cologne, scented lotions, etc. are discouraged, as many individuals are sensitive or allergic to various scents.

Employees must dress in attire appropriate to their job function, including proper use of safety-related apparel, and follow the requirements and operating procedures of their particular department. Employees are responsible for maintaining their uniforms that are required and or provided by the City. Employees are prohibited from wearing City uniforms while off duty unless written permission from the Department Head has been granted. An employee may be instructed to remove any jewelry or body piercing that is deemed a safety hazard.

The City Manager will make the final decision where there is conflict about appropriate attire. Employees whose appearance is inappropriate will be dismissed from work and may return when appropriately attired. Absences resulting from inappropriate attire are without pay. Employees seeking an accommodation to this policy must make the request to Human Resources and if based on a religious accommodation must follow the policy on seeking a Religious Accommodation.

2.13 Required Response Time

All employees whose positions require them to be on an on-call status must be able to respond to the City or the scene within **thirty (30) minutes** of the initial contact.

2.14 Smoking and Tobacco Usage

No smoking, vaping, tobacco usage or tobacco-alternative products will be allowed in any City building, facility, or vehicle at any time. This policy is in compliance with Florida law and for the health and safety of all employees. Violation of this policy shall subject the employee to disciplinary action up to and including termination.

2.15 City Hall Parking

Employees are not permitted to park City vehicles in front of City Hall on Broadway Street. City employees are required to park behind City Hall and in the spaces to the right of the handicap space on North Albritton Street. Additional parking is also available on Langford Street.

2.16 Elections

Employees will be granted up to thirty (30) minutes of paid time during the workday to vote in the City, State, and Federal elections.