RULE [XIX]

DRESS, APPEARANCE, AND GROOMING

SECTION 1. DRESS AND APPEARANCE GENERALLY

Employees are expected to present themselves in a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing the City of Forest Park. Clothing does not need to be expensive but should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The following are generally not acceptable:

a. Bare feet or flip flops
b. Spandex, sweats, or work out attire
c. Sagging pants, shorts, or short skirts
d. Sexually provocative clothing or exposed undergarments
e. Clothing with offensive slogans or pictures
f. Clothing showing excessive wear and tear (distressed/cut-out jeans)
g. Any clothing or accessories that would present a safety hazard
h. Visible tattoos that are not appropriate in content

SECTION 2. GROOMING

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

SECTION 3. ENFORCABILITY

Managers are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If an employee's appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

SECTION 4. ACCOMMODATIONS

Reasonable accommodations will be made for employees with sincerely held religious beliefs and disabilities when such accommodations do not cause an undue burden. If you would like to request an accommodation or have other questions about this policy, please contact your supervisor.