

Proposed Policy

Village of Harrison

Personal Appearance and Dress Code

The Village expects employees to maintain a neat, clean, and professional appearance appropriate to their job duties, work environment, and scheduled activities. Employees are expected to use good judgment and select attire that supports a respectful workplace, promotes public confidence in Village services, and enables employees to perform their duties effectively and safely.

The Village follows a “dress for your day” approach. “Dress for your day” means employees should consider their scheduled duties, public interactions, meetings, work location, and safety requirements when selecting workplace attire. Employees may wear business-casual clothing, including jeans, during the workweek, when the clothing is neat, clean, in good repair, and appropriate for the employee’s work assignments, work environment, and scheduled activities. Employees should dress in more business professional attire when their day or duties include meetings with residents, elected officials, boards, commissions, vendors, court appearances, presentations, public events, or other situations where a more professional appearance is appropriate. Examples of generally acceptable workplace attire may include business professional clothing such as collared shirts, sweaters, blouses, slacks, khakis, dresses, and skirts. Departments may provide additional guidance regarding attire appropriate for specific job functions.

Clothing must always be appropriate for a professional municipal workplace. Examples of attire that is generally not appropriate for the workplace include clothing that is excessively revealing; clothing with holes, tears, or frayed edges; pajama or sleepwear; beachwear; see-through garments without appropriate layering; and clothing that unreasonably exposes the midriff, chest, buttocks, or undergarments; or that creates a safety hazard or interferes with the performance of job duties is not permitted. Clothing with offensive, discriminatory, harassing, profane, or otherwise inappropriate language or images is prohibited. Any uniform, safety gear, or department-required clothing must be worn as directed and kept in clean and serviceable condition.

Employees are expected to maintain appropriate personal hygiene and grooming. Hairstyles, grooming practices, makeup, jewelry, and accessories are permitted provided they do not create a safety hazard, interfere with job performance, disrupt workplace operations, or conflict with legitimate business needs. Fragrances and scented products should be used in moderation and should not create disruption to the work environment or adversely affect the health or safety of others.

The Village will apply this policy in a consistent and nondiscriminatory manner and will not interpret or enforce it in a way that discriminates on the basis of any status protected by applicable law. The Village will reasonably accommodate religious practices, sincerely held religious beliefs, disabilities, medical conditions, pregnancy-related conditions, and other legally protected needs unless doing so would create an undue hardship or direct safety concern.

Supervisors may establish additional dress requirements based on departmental operations, safety needs, public contact, or the nature of the work being performed. Any additional requirements must be job-related, applied consistently, and approved through the Village's established administrative process. The Village will interpret and apply this policy in light of job duties, operational needs, safety requirements, and the professional standards of the municipal workplace.

Supervisors are responsible for addressing dress and grooming concerns promptly and consistently. Minor or first-time issues will ordinarily be addressed through coaching and an opportunity to correct the issue and return to work in an acceptable attire. Time away from work for this purpose may be unpaid, unless otherwise required by law or policy. Repeated, serious, or intentional violations may result in further corrective action under the Village's personnel policies.