
VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Meghan Winkler, Clerk/HR Manager

Meeting Date:

July 28, 2026

Title:

Personal Appearance and Dress Code Policy Update

Recommended Action:

Motion to approve the proposed Personal Appearance and Dress Code policy as presented and authorize its inclusion in the Village's Personnel Manual, replacing the existing Personal Appearance and Dress Code policy.

Background and Additional Information:

Prior to sharing with the Village Board, the proposed policy was shared with department heads for review. Department heads were given the opportunity to provide feedback.

The current Dress Code policy requires employees to dress professionally, use good judgment, maintain a well-groomed appearance, and keep uniforms or work clothes clean and in good repair. It also designates Fridays as "Casual Days" and allows employees who are dressed inappropriately to be sent home without pay to change.

The proposed policy keeps the expectation that employees maintain a neat, clean, and professional appearance, but provides clearer guidance based on job duties, work environment, scheduled activities, public interaction, and safety needs.

The main change is the addition of a "dress for your day" approach. This would allow employees to wear business-casual clothing, including jeans, during the workweek when appropriate for their duties and schedule. Employees would still be expected to dress more professionally for meetings with residents, elected officials, boards or commissions, vendors, court appearances, presentations, public events, or other situations where a more professional appearance is needed.

The proposed policy also gives clearer direction on unacceptable attire, grooming, fragrance use, uniforms and safety gear, supervisor responsibilities, accommodations, and corrective action procedures.

Budget Impacts:

None

Attachments:

Current Policy

Updated Policy