

	Personal Appearance of Employees	
	Section No: 1.04	
	Category: Employment Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	<i>Supersedes: Section No. 28, Resolution 2009-195 – March 24, 2009</i>	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

N/A

Policy

The City recognizes that employees are representatives of the organization and that their personal appearance contributes to the public's perception of the City and the quality of services provided. This policy establishes minimum standards for personal appearance while recognizing the diverse work environments and job responsibilities throughout the organization.

Some departments may have standards of dress that are required, particularly those departments in which employees are required to wear uniforms. Those departmental standards may vary from department to department, as long as they do not conflict with this policy or the law. Enforcement of departmental dress standards is the responsibility of respective department heads.

General Standards

Employees are expected to:

- Practice good personal hygiene.
- Wear clothing that is clean, neat, and in good repair.
- Dress in attire appropriate for the duties being performed.
- Wear any required uniforms, identification badges, or personal protective equipment (PPE) while on duty.
- Maintain grooming that does not interfere with the safe performance of job duties or the proper use of required safety equipment.

Clothing

Employees shall not wear clothing that:

- Is excessively torn, frayed, or unclean.
- Displays obscene, offensive, discriminatory, sexually explicit, or profane language or images.
- Promotes violence, illegal activity, or illegal drug use.
- Is otherwise inappropriate for the workplace or creates a disruption to City operations.

Departments may establish additional requirements regarding uniforms, business attire, casual attire, footwear, or protective clothing based on operational needs.

Attire for Public Meetings, Conferences, and Professional Events

Unless otherwise directed by management, employees attending or representing the City in public meetings, conferences, or other official City functions are expected to wear business or business casual attire appropriate for the event, audience, and their professional responsibilities. Departments may establish attire requirements based on operational needs, including requiring a City-issued uniform or City-branded apparel provided by the department.

Footwear

Employees must wear footwear that is appropriate for their work assignments and provides adequate protection and safety. Closed-toe or safety footwear may be required for certain positions or work environments.

Tattoos, Body Art, and Body Piercings

Departments may adopt appearance standards regarding visible tattoos, body art, and body piercings.

Compliance

Employees are expected to comply with this policy while representing the City during work hours, while attending work-related meetings or events, and whenever wearing a City uniform or otherwise representing the City.

Consequences of Policy Violation

Employees whose appearance does not comply with this policy may be required to correct the issue before beginning or continuing work. Time away from work necessary to achieve compliance may be charged to the employee's appropriate leave balance or may be unpaid, as

permitted by law. Failure to comply with this policy may result in corrective action, up to and including termination of employment, in accordance with the City's Corrective Action Policy.

Related Information or Procedures:

N/A

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes ONLY the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The following office can address questions regarding this Policy: Human Resources Department, phone: (423) 229-9401, HROffice@kingsporttn.gov