City Personnel Policy

PERSONAL APPEARANCE OF EMPLOYEES

POLICY: 806

Council approval: 04/25/2022 # Pages: 3

POLICY:

As representatives of the City, employees are expected to maintain the highest standards of personal cleanliness and present a neat and professional appearance at all times. It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate and safe for their work situation. Anything that could be considered a safety hazard, offensive, distracting, or otherwise diminish the confidence in an employee's ability to deliver quality services will not be permitted.

APPLICABILITY:

All employees

PROCEDURE:

1. To maintain a professional image requires the cooperation and good judgment of every employee, supervisor, manager, and Department Head.

   A. **Employee's responsibility:** Adhere to the following policy. If an employee arrives for work out of compliance with this policy their supervisor will send them home to change to appropriate attire, on their own time.

   B. **Supervisor's responsibility:** Supervisors should monitor the policy and take actions to correct any inappropriate attire.

2.Specific Guidelines

A. **Office environment:** It is expected that employees working in an officeenvironment wear clean, pressed, and well-kept business casual attire and present themselves in a professional manner at all times.

Office Environment

Business Casual Attire	**Inappropriate**
•Dress pants or capris, khakis,corduroys •Suits, dresses and skirts ofappropriate length	•Exercise apparel, active wear, beachwear, sho skirts or dresses •Jeans or jean capris (unless ondesignated cas
•Polo knit or golf shirts, short/long-sleeve blouses or shirts, sweaters	•Shirts with offensive writing

•Blazers or sport coats •Jackets or vests	•T-shirt or sweatshirts/hoodies (unlesson desig casual day) •Tank tops •Exercise apparel or active wear
•Loafers, oxford, mules	•Flip flops or sandals

B.