City Personnel Policy

PERSONAL APPEARANCE OF EMPLOYEES

POLICY: 806

Council approval: 04/25/2022 # Pages: 2

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 office environment 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 of appropriate length	• Exercise apparel, active wear, beach wear, shorts; short skirts or dresses • Jeans or jean capris (unless on designated casual day)
• Polo knit or golf shirts, short/long-sleeve blouses or shirts, sweaters • Blazers or sport coats • Jackets or vests	• Shirts with offensive writing • T-shirt or sweatshirts/hoodies (unless on designated casual day) • Tank tops • Exercise apparel or active wear
• Loafers, oxford, mules	• Flip flops or sandals

• Dress shoes, pumps, flats, including peep toe with closed heels • Dress/cowboy boots	• Athletic, canvas, boat or walking shoes, any open toe shoe

B. **Field environment:** Field environment employees will be determined by their Department Head. All appropriate items below shall be clean and well kept.

Field Environment	
Casual Work Attire	**Inappropriate**
• Jeans (free of tears, fraying) • Khakis or dress pants	• Exercise apparel, active wear, beach wear, shorts
• Polo knit or golf shirts, short/long-sleeve blouses or shirts, sweaters • Blazers or sport coats • Jackets or vests	• Shirts with offensive writing • T-shirts or sweatshirts/hoodies (unless on designated casual day) • Beachwear, tank tops • Exercise apparel or active wear • Clothing showing midriffs, halter tops
• Leather work boots • Closed toed shoes appropriate and safe for position	• Flip flops or sandals • Canvas or open toe shoes
• Hats	

C. **Other environment:** Union environments, including but not limited to, public works, police, and fire may separate policies. I.e. Policy 810: Uniforms and Work Apparel. See Supervisor or Department Head for clarification.

3. **Exceptions:**

A. Certain work assignments or duties may dictate more professional attire and other circumstances may require more casual attire. All exceptions to the policy must be approved by Supervisor and the Department Head.
B. Supervisors may also approve less professional attire for a specific business task or work assignment based on safety and environmental conditions.
C. Casual Work Attire (office environment)
    a. On any day designated as a “snow day” by the Council Bluffs Community School District (meaning schools are closed or delayed), employees may wear jeans and tennis/athletic shoes.
    b. On Fridays and other special days designated by the Mayor, employees may follow the casual work attire including jeans and tennis/athletic shoes.
D. Employees who desire a reasonable accommodation for medical or other reasons should request preapproval from their Supervisor or Human Resources.

Disclaimer: Please note that none of the lists should be considered an exhaustive list; consult with your Supervisor or Human Resources when in doubt.