



**Policy: Appearance, Dress and Hygiene**

Adopted: M2007-0143

Effective: 10/1/2007

Revised: 11/6/19

**Purpose** Maintaining a professional, business-like appearance reflects a positive, competent and capable workforce and demonstrates courtesy to co-workers and projects the reputation of the organization. As such, employees are expected to dress neatly and to exercise good judgment in selecting clothing and footwear appropriate for a business environment.

**Policy** Dress should be “business casual” for all staff. At all times, clothing must be clean, neat, and free from holes, tears, fraying or noticeable stains. Any clothing that by fit or design is derogatory or offensive is not suitable for the city work environment and, therefore, not allowed. Employees who are provided uniforms by the city are required to wear them during paid work time.

Specific dress requirements and options may be set by a department director in accordance with professional standards and safety needs for the department.

**Exceptions** Employees who work in building inspections, engineering, IT, and streets/utilities/parks maintenance who do not have city-provided uniforms may wear jeans and a city-logo shirt or jacket when they are in the field. Employees should make every effort to present as tidy, well-groomed, and professional.

Wearing shorts is allowed for staff who work in construction and maintenance fields during warm weather and where safety is not an issue, and for recreation staff when working primarily in the field. Shorts must sit at the waist and have a minimum inseam of seven inches.

Tattoos: Must be covered if they are considered offensive (at the sole discretion of the Department Head) and new or fresh tattoos pose a health concern and must be securely bandaged.

Casual Day: Friday is considered a casual dress day. Although more casual than the normal business attire, guidelines specified above are still to be followed. Jeans that are not overly worn, faded, or in disrepair may be worn on Casual Day. Also, athletic shoes may be worn if the shoes are appropriately clean and in good condition.

Hygiene: Supervisors will address hygiene concerns. It is the responsibility of all employees to be neat and clean and to dress in a manner that is appropriate to their work environment. Strong perfume and cologne are prohibited. Please be considerate of co-workers, citizens and other guests.



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**Violations**

Supervisors will determine if an employee's appearance is appropriate under this policy. If a supervisor determines that an employee's appearance is inappropriate and in violation of this policy, it will be brought to the employee's attention privately. The employee may be told to go home and change, and non-exempt employees will not be paid for the time required to do so. Continued violations may result in disciplinary action.