

Dress and Personal Appearance

I. Purpose

To establish guidelines for appropriate dress and appearance during normal work hours.

II. Policy

All employees shall maintain their personal grooming and wear proper work clothes to adequately perform their work in a safe manner and present a favorable and professional image to the public. To meet this objective, and recognizing that dress standards vary depending on the location and type of work, Department Directors are responsible for ensuring that employees dress appropriately, in accordance with the specific guidelines below. In addition, uniformed employees will be expected to comply with the specific standards set by their department directors regarding dress.

III. Guidelines

- A. Employees shall wear appropriate attire for their position and department, with dress and shoes expected to be clean, neat, and in good condition.
- B. Jeans and athletic-type footwear are not appropriate for office attire, but are allowed when considered part of a department's uniform (Public Works, Parks Operations, etc.) or specifically authorized by the Mayor (City Clean-Up Day, etc.). Special requests or medical exceptions not within these guidelines may be granted upon approval of the department director.
- C. Extremely tight pants, leggings, spandex, tank tops, and revealing attire (extremely low-cut blouses, extremely short skirts, etc.) should not be worn.
- D. T-shirts and sweatshirts with the City logo or other tasteful logo will be considered acceptable.
- E. Shorts are not allowed for either men or women, except as outlined above (Aquatics, Youth Programs, etc.).

IV. Procedure

Supervisors and Department Directors are responsible to ensure that these guidelines are implemented for the employees under their supervision. New employees should be advised on the dress appropriate to the particular department and their specific job.

Approved:

  
Tina Roberts, Mayor

9-29-2000  
Date