



Policy: Proper Dress and Appearance - Update

Policy Number: POL.P.06.04

Page: 144 - 143

Originator: Kimberly Rice

Date: 07/17/2023

Authorized by:


Board Chair

Date: 7/17/23

References: Policies CAPRA 1.4.1

Revision Date: 7/17/2023

POL.P.06.04 - Proper Dress and Appearance

Discretion in style of dress and behavior is essential to the GSC Parks success. We regularly have important visitors, and their impression of the City's professional capabilities is often based upon what they see during their visit. We want them to leave with the impression that we are a highly professional organization.

Employees' attire on the job should be in good taste, clean, neat, and appropriate for the duties performed at work. Clothing and shoes which are torn, frayed, deteriorated, and/or visibly dirty are unacceptable. Safety equipment and clothing may be required for certain jobs and **must** be worn when assigned. Employees should avoid extremes in dress and appearance. Hair must be neat, clean, trimmed, and present a groomed appearance, including mustaches and beards. Visible body piercing jewelry is strictly limited to earrings. Exposed tattoos may not be offensive in nature, including but not limited to those using profanity, vulgarity, or otherwise offensive symbols. Any employee requiring an accommodation of this policy because of disability, religious belief, national origin, or other legally protected basis must file a written request for an accommodation with their supervisor and the Office Manager and/or the Director.

Employees are therefore required to dress in appropriate attire and behave in a professional, business-like manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and GSC Parks. An employee's appearance is a direct reflection on the image of the GSC Parks. Look professional and take pride in your job; do not wait for a supervisor to ask you to comply with our appearance standards.

- Staff shirts are issued to all GSC Parks employees and are required to be unaltered and worn during working hours. Part-time operations staff are required to wear denim, khaki, or black slacks, shorts, or skirts, along with a parks and recreation logo t-shirt, jacket, or vest as is appropriate depending on the weather. Clothing must be of a professional appearance (no frayed hems, faded colors, tight fitting, etc.). Shorts and skirts must be no less than a 5 inch inseam or no more than 3 inches above the knee. Dress slacks may also be worn with supervisor approval.
- Name tags are required. All employees are to wear name tags. GSC Parks will provide name tags.
- Staff shirts and name tags are not to be worn unless you are on duty or working a Special Event.
- All head covers that are worn are to have the Parks and Recreation logo on them.
- Appropriate footwear is required as dictated by your position. For example, maintenance shall always wear closed toed shoes.
- Non-parks related buttons, pins, and scarves are not part of the uniform.

Department Specific Dress Code

Operations Staff (Recreation Specialists, Managers on Duty, Head Cashiers, Cashiers, etc.)

- Operations Staff must follow all the above guidelines for proper attire.
- Often times Recreation Specialists are required to implement GSC Parks programs. Recreation Specialists may adjust their attire to accommodate for programming only while on duty performing programming job duties.
- No sweatpants or yoga pants are allowed by operations staff.
- Operations Staff are required to wear closed toed shoes.
- Shoes must be worn at all times.

Programming Staff (Fitness Instructors, Dance Instructors, Leisure Program Instructors)

- Instructors will wear the appropriate work out gear that identifies them as a Zumba instructor, dance instructor, Start Smart instructor, etc. or a parks and recreation logo t-shirt.
- Work out gear must be in good repair and appropriate for classes being taught.

Outdoor and Facilities Maintenance Staff

- For safety purposes, all employees working with maintenance equipment must either keep their hair pulled back and no longer than one inch below the ear, or firmly secured away from the face.
- Maintenance staff are required to wear closed toed shoes.
- Proper PPE is required when performing tasks associated with chemical handling and/or machinery. Proper PPE can include but is not limited to:
 - Hearing protection
 - Eye protection
 - Aprons
 - Face shields
 - Chemical approved gloves
 - Respirator

Aquatics Staff

- Lifeguard Swimsuit as approved by the Aquatic Manager
 - Red lifeguard suit
 - Approved lifeguard shirts (Optional)
 - Approved lifeguard shorts/trunks in red
 - Only clean appropriate attire designed for swimming is permitted in the water. Appropriate swimwear covers the buttocks, pubic region, and breasts.
- Flip-flops/slip-ons are optional but encouraged. Other footwear is not permitted during rotations
- Whistle, with either a wrist band or a lanyard. No twirling. Should be at the ready to use
- Fanny pack including Resuscitation Mask
- Sunscreen, sunglasses, and approved lifeguard headcover for outdoor facilities

- Some programs it may be appropriate for aquatic staff to wear GSC Parks logoed t-shirts and may be approved by the Aquatic Manager in advance
- Proper PPE is required when performing tasks in the pump room. Proper PPE can include but is not limited to:
 - Closed toed Shoes
 - Aprons
 - Face shields
 - Chemical approved gloves
 - Respirator
- Aquatic Staff are exempt from wearing nametags while in rotation
- Aquatic Programming Staff are exempt from general aquatic dress requirements.
 - Instructors will wear the appropriate swim attire that identifies them as an instructor
 - Swim attire must be in good repair and appropriate for classes being taught

Administration Staff

- Administration staff are expected to dress business casual.

Uniforms are Property of GSC Parks

Uniforms, nametags, jackets, vests, and other GSC Parks property remain the property of GSC Parks and must be returned upon termination. Employees may be responsible for the cost of replacing any damaged or lost GSC Parks property. Uniforms, nametags, and other items with a GSC Parks logo may not be worn when an employee is not on duty. Employees are responsible for all items signed out to them and are required to keep them in good condition.

