



Dress Code and Grooming Policy

Policy No. B-05¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Appointed Officials, Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Volunteers

I. PURPOSE

To set forth dress and grooming guidelines for employees and others representing the City.

II. POLICY APPLICATION

The City's goal is to provide a safe, comfortable, and inclusive work environment for all employees. With that in mind, employees are expected to utilize good judgement to dress in appropriate attire at all times according to, and in accordance with, the nature of their job duties. All employees should arrive to work with a neat and clean appearance. Special attention should be paid to safety, the individual's work environment, and interaction with the public. All personnel shall comply with applicable labor agreement(s), respective department policies related to dress code and grooming, and shall refer to this policy for areas where applicable labor agreement(s) or department policies are silent.

Each employee must wear a City-issued identification badge in a visible location at all times during working hours.

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

Employees must maintain good grooming and personal hygiene practices. Proper shoes must be worn for the specific job performed. Care must be taken to assure the safety of all employees throughout the workday.

Employees required to wear uniforms must keep them clean and free of tears and worn edges. The type of uniform worn must be in accordance with this policy and/or any applicable collective bargaining agreement. City uniforms are to be worn only while on duty, and employees are not to wear City uniforms or other City identification while off duty, unless they are given written authorization from their department director or designee.

Employees must maintain dress in accordance with the position held and consistent with the expectation that the employee will have direct contact with the public or may be seen by the public. Appropriate dress involves good judgment and should project an image reflecting a professional environment. The following guidelines are intended to assist employees in complying with this policy, however, this list should not be considered all-inclusive. Specific departments may have additional or more/less restrictive guidelines depending on the work that is being performed or the work environment, (i.e., City Manager's office or other public facing functions).

- Mini-skirts, halter tops, tank tops, athletic-style/casual t-shirts, clothing with offensive graphics/words/sayings, dirty or damaged clothing, flip flop sandals, workout clothes, sweatpants, jogging suits, lounging pants, and other similar clothing are not considered acceptable attire during regular office hours.
- Shorts, sweatshirts, hats, baseball caps, etc. are generally not permitted, unless the employee regularly performs duties outdoors and such attire is approved by the department director.
- If a position allows it, jeans and City logoed t-shirts may be worn on City sponsored or approved days provided the employee adheres to the Jeans Day standards that can be found [here](#).
- Facial hair (e.g., moustaches, beards, goatees) must be groomed and not present a safety hazard or interfere with the use of personal protective equipment needed for the position.
- Employees will be required to cover tattoos that may be deemed offensive or inappropriate for the workplace.

These guidelines are meant to be an overview of the City's policy regarding dress and grooming standards. In some cases, more specific standards may be enforced by the department director, based on safety requirements and/or position standards.

Employees with questions or in need of further direction should contact their supervisor, manager, Human Resources Business Partner, or the Director of Human Resources. Exceptions to this policy will be considered upon written request to the Director of Human Resources or designee. Any deviations from these guidelines must be approved by the employee's department director. Employees failing to comply with this policy or provided guidelines may be subject to disciplinary action, up to and including termination.

III. APPROVAL

APPROVED BY:

Jim McIntosh, Asst City Manager/CFO on behalf of
Richard Derrick, City Manager/CEO

REVIEWED BY:

Nicholas Vaskov, City Attorney
Brooke Stream, Director of Human Resources

Record of approved document can be obtained through the Human Resources Department.

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