

	<i>Administrative Regulation</i>	
	Policy#	2.1
	Effective:	12/04/2015
	Revised:	2/06/2025
Appearance & Clothing		Owner: Human Resources

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

To establish guidelines for appropriate work attire and appearance that promote safety, professionalism, and mutual respect among employees and the community.

SCOPE:

This policy applies to all City employees and volunteers. Employees who are required to wear a ***City-provided uniform*** must adhere to their department's uniform policy.

POLICY:

The City of Springfield is committed to fostering an inclusive and professional work environment that supports employee well-being and ensures a positive experience for employees and the public. Employees are expected to dress appropriately for their work environment while maintaining a neat, clean and ***professional appearance***. Clothing, grooming, and ***personal hygiene*** should support a positive workplace and culture and align with job responsibilities.

Clothing, including hats, and face coverings, should generally be free of logos or slogans except for casual Fridays or during City-sponsored events. Management reserves the right to determine ***appropriate attire***, and individual departments may have additional dress code requirements.

PROCEDURE:

1. Clothing

1.1. Personal Clothing:

- 1.1.1. Clothing should be appropriate for job duties, fit well, and provide adequate coverage.
- 1.1.2. Attire should be clean, well-maintained, and not distract co-workers or the public.
- 1.1.3. Employees must adhere to any department specific dress codes, including ***safety attire***.

- 1.1.4. Clothing that advertises a business, contains offensive language, or could be seen as an endorsement by the City should not be worn at work.
- 1.1.5. T-shirts and shorts may be permitted if suitable for job duties and approved by the department director. Employees working in the field should maintain a **professional appearance**, when dealing interacting with the public.

1.2. Uniforms:

- 1.2.1. Employees required to wear uniforms must comply with their department's uniform policy.
- 1.2.2. Uniforms shall only be worn while on duty or when an employee is subject to being called back to work.

2. Appearance

2.1. Piercings, Tattoos, and Body Modifications:

- 2.1.1. Visible jewelry and piercings should be appropriate for the workplace and not disruptive.
- 2.1.2. **Tattoos or body modifications** are permitted unless they pose a safety hazard or contain offensive, profane, or discriminatory content.

2.2. Grooming and Personal Hygiene:

- 2.2.1. Employees are expected to maintain good **personal hygiene** to ensure a respectful and comfortable work environment.
- 2.2.2. Strong body odor, regardless of the cause, should not create distractions in the workplace.

2.3. Fragrances:

- 2.3.1. To support employee and visitors who may have **fragrance sensitivities**, strong scents should be avoided in the workplace.
- 2.3.2. Employees who experience health issues due to scented products should discuss concerns with their supervisor.

2.4. Hair and Facial Hair:

- 2.4.1. Hair length and facial hair should not interfere with job duties or the use of safety gear.

2.5. Religious Accommodations

- 2.6. The City respects employees' religious beliefs and will provide reasonably accommodate for religious attire unless it creates a workplace safety concern. Employees needing accommodations should contact Human Resources.

DEFINITIONS:

1. ***"Appropriate Attire"*** refers to Clothing that aligns with job duties, is neat, clean, and professional, and does not disrupt the workplace or create safety concerns.
2. ***"City-Provided Uniform"*** is a standardized set of clothing issued by the City for specific job roles, which employees are required to wear per department policies.
3. ***"Fragrance Sensitivities"*** refers to a medical or personal sensitivity to strong scents, including perfumes, colognes, and other scented products, which may impact an individual's health or comfort.
4. ***"Personal Hygiene"*** refers to practices related to cleanliness and grooming that contribute to a professional and comfortable work environment for employees and the public.
5. ***"Professional Appearance"*** refers to a standard of dress and grooming that reflects competence, respect for the workplace, and alignment with the City's image and values.
6. ***"Religious Accommodations"*** is when an adjustment to dress code policies made to respect employees' sincerely held religious beliefs, provided they do not pose a safety risk.
7. ***"Safety Attire"*** is clothing, footwear, or protective gear required to perform job duties safely, as outlined by department policies or safety regulations.
8. ***"Tattoos and Body Modifications"*** are permanent or temporary alterations to the body, including ink, branding, or piercings, which must comply with City standards for professionalism and appropriateness.

RESOURCES:

Administrative Regulations:

1. [Political Activities](#)
2. [Disability Accommodations](#)
3. [Respectful Place to Work](#)
4. [No Harassment & Discrimination](#)