

	Administrative Regulation	
	Policy#	2.1
	Effective:	12/04/2015
	Revised:	02/06/2025
<h1>APPEARANCE & CLOTHING</h1>		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:

Step 1: Clothing

1.1. Personal Clothing:

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

- (d) Clothing that advertises a business, contains offensive language, or could be seen as an endorsement by the City should not be worn at work.
- (e) 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:

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

Step 2: Appearance

2.1. Piercings, Tattoos, and Body Modifications:

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

2.2. Fragrances:

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

2.3. Hair and Facial Hair

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

Step 3: Religious Accommodations

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.

DEFINITION:

(1) **Appropriate Attire:**

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:*

A standardized set of clothing issued by the City for specific job roles, which employees are required to wear per department policies.

(3) *Personal Hygiene:*

Practices related to cleanliness and grooming that contribute to a professional and comfortable work environment for employees and the public.

(4) *Professional Appearance:*

A standard of dress and grooming that reflects competence, respect for the workplace, and alignment with the City's image and values.

(5) *Religious Accommodations:*

An adjustment to dress code policies made to respect employees' sincerely held religious beliefs, provided they do not pose a safety risk.

(6) *Safety Attire*

Clothing, footwear, or protective gear required to perform job duties safely, as outlined by department policies or safety regulations.

(7) *Tattoos and Body Modifications:*

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](#)