

DRESS CODE

I. PURPOSE

To outline grooming and personal appearance standards.

II. POLICIES AND PROCEDURES

All City employees, uniformed and non-uniformed, are required to report to work neat, clean, well groomed, and dressed appropriately and modestly in acceptable attire so as to present a positive, professional public image. This policy is not designed to conflict with established uniform or safety codes of the individual departments.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of the dress code may result in disciplinary action.

The Department Director is responsible for monitoring and enforcement of this policy.

Casual Fridays

The exception to this policy is on “casual Fridays” when less formal clothing is authorized. The employees are still expected to present a neat appearance and are not permitted to wear untidy clothing, athletic wear, or similarly inappropriate clothing.

Jewelry

All employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the nose, tongue, or any exposed body part (includes visible through clothing) while on duty. Body piercing (except ear lobe) that is or may be visible at anytime while on duty is prohibited.

Tattoos and Brands

All employees are prohibited from exposing tattoos or brands anywhere on the body that are offensive or that advocate sexual, racial, or religious discrimination while on duty and/or uniform.