



DRESS AND PERSONAL APPEARANCE

I. PURPOSE

To provide a broad guideline and definitions enabling employees to understand what is appropriate dress during business hours as directed by their supervisors.

II. SCOPE

This policy applies to all City employees.

III. POLICY

Employees are expected to maintain an appropriate professional appearance as determined by the requirements of the area in which the employee works. Uniforms, as well as other attire, should be appropriate, clean, and pressed.

Divisions Directors and/or department heads may implement a more detailed dress policy that must be communicated to their staff in writing.

IV. PROCEDURE

The supervisor is responsible to evaluate the dress and appearance of employees under his or her supervision. If an employee is not dressed appropriately, the following steps should be taken by the supervisor:

- A. On the first occasion, a verbal warning should be given to the employee, and the City and/or department's dress and appearance standards should be reviewed.
- B. On the second occasion, the employee should be sent home to change clothes immediately as well as given a written warning. Employee will not be paid for the time away from work.
- C. Further violations may result in progressive disciplinary action up to and including termination.
- D. Any appearance deemed egregious by the supervisor may result in the employee being sent home immediately.