



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 a dress and grooming code that projects the appropriate public image for City employees.

II. POLICY APPLICATION

Discretion in employees' appearance and behavior is essential to the City's efficient operation. Employees are, therefore, required to dress in appropriate attire at all times according to the nature of their job duties. Attention should be paid to safety, the image of the City, and interaction with the public. All personnel shall comply with applicable labor agreement(s), rules and regulations of their respective department policies related to dress code and grooming, and shall refer to this policy for all areas where their 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. Supervisors should use independent judgment and discretion in identifying appropriate dress beyond what is specifically identified below.

- Mini-skirts, shorts, halter tops, tank tops, clothing with offensive graphics, words or sayings, dirty or damaged clothing, sneakers, flip flop sandals, workout clothes, sweatpants, jogging suits, hooded sweatshirts, lounging pants, leggings, and other similar like clothing are not considered acceptable attire during regular office hours.
- Hats, berets, baseball caps, etc. are generally not permitted.
- Unless the employee's position requires a uniform or the employee is attending a formal business meeting/event where professional attire is expected, jeans may be worn on Thursdays if the employee participates in the City's Jeans Day charity program.
- All employees should arrive to work with a neat and clean appearance, including combed or brushed hair, bathed, and wearing clean and neatly pressed clothes. Clothing that has holes, tears, or paint stains are not permitted.
- Hair should be of natural color, not dyed an unnatural color such as purple, blue, pink, green, etc.
- Facial hair (*e.g.*, moustaches, beards, goatees) must be neatly trimmed.
- Employees should make every effort to minimize the visibility of tattoos and will be required to cover tattoos that may be deemed offensive or inappropriate for

viewing in the workplace. An employee's work environment would be taken in to consideration when making these determinations.

- Minimal jewelry is permitted. Employees should make every responsible effort to minimize the visibility of body piercings other than earrings to ensure that piercings appear appropriate and professional for the workplace and the employees' respective job duties.

This is meant to be an overview of the City's policy regarding dress and grooming standards. In some cases more specific standards may be required by particular departments. Supervisors or managers will inform their staff of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing.

Employees failing to comply with this policy are subject to disciplinary action, up to and including termination. 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.