

4/08

CITY OF COMMERCE ADMINISTRATIVE POLICIES

DRESS AND PERSONAL APPEARANCE

1.0 PURPOSE

- 1.1 To establish guidelines related to personal appearance and appropriate dress.

2.0 POLICY

- 2.1 It is the responsibility of all employees to represent the City of Commerce in a positive professional manner. Employees are expected to be well-groomed and appropriately dressed in a manner suitable for the public service environment for which they are employed.
 - A. Clothing on Fridays can be more casual.
 - 1. Casual clothing must remain appropriate for the office setting or work environment, as outlined in this policy.
- 2.2 Employees should avoid clothing, hair coloring and/or styles that distract from the work environment.
 - A. Tight fitting, provocative, low cut apparel, and/or any apparel that is not of sufficient length to cover the waist or any other part of the body when bending or stooping is not appropriate.
 - B. Clothing with holes, rips, tears, obscene messages or alcohol and tobacco endorsement is not acceptable.
 - C. Jeans must be in good condition and maintain a desired professional appearance.
- 2.3 Employees should wear shoes that are neat, clean and appropriate for their attire.
 - A. For safety issues flip flops and thongs should be avoided.
 - B. Tennis shoes may be worn on casual days and/or as directed in 3.4.

- 2.3 Employees will be expected to be clean and good personal hygiene must be maintained.
 - A. Excessive perfumes, lotions, and/or colognes, which may be disruptive in the workplace, must be avoided.
- 2.4 Body art and tattoos must not be in conflict with the City's Harassment Policy, sexual in nature, obscene or offensive in nature.
 - A. Tattoos that do not comply with City policy must be covered.
 - B. New tattoos that would be visible to the public should be discussed with the supervisor in advance to ensure they do not conflict with City Policy.
- 2.5 Pierces, other than traditional ear piercings, should not be visible to the public.

3.0 PROCEDURES

- 3.1 Supervisors have discretion, in keeping with the professional image, and are responsible for enforcing this policy in their area of supervision.
- 3.2 Inappropriate clothing will not be allowed. Employees who do not meet this policy and or inappropriately dressed will be sent home to change into proper attire.
 - A. The absence away from work will be documented and leave time will be docked. If no leave time is available, the time off will be documented as unpaid leave.
 - B. Repeated or flagrant violations of this policy will be cause for a disciplinary action.
- 3.3 Exceptions may be made to comply with laws relating to disability accommodation, religious beliefs, medical conditions and on a case by case basis. The Department Head with the consultation of the Director of Administrative Services must approve exceptions to this policy.
- 3.4 Unusual circumstances as approved by the department head/supervisor, i.e., weather conditions, medical reasons, work site conditions, and special work assignments may be sufficient reasons to grant an exception to this policy.

- 3.5 Employees in doubt as to the appropriateness of apparel or appearance should consult with their Department Director and/or Supervisor.
- 3.6 Complaints about the attire of an employee should be directed to the Department Director of the affected employee.

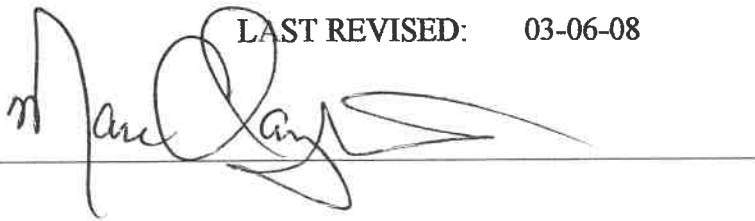
4.0 UNIFORMS

- 4.1 New employees may be temporarily issued used City uniforms when possible, while awaiting the delivery of new uniforms.
- 4.2 Employees who are provided with uniforms will wear them while performing work for the City.
- 4.3 City issued uniforms will be kept neat and presentable at all times. When caps, jackets, coats or overalls are provided, only City provided items will be worn.
- 4.4 Uniform replacements will be issued if damaged or worn out.
- 4.5 Uniforms provided by the City of Commerce will not be worn while engaging in other employment or off-duty hours. (Exception: Police Officers performing security during off duty hours.)
- 4.6 Employees are not permitted to consume alcoholic beverages while in City uniforms at any time.
- 4.7 Terminated employees must turn in uniforms no later than the effective date of separation. Final paychecks will not be released until all uniforms are returned.

EFFECTIVE: 06-01-07

LAST REVISED: 03-06-08

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read 'Paul Lang', is written over a horizontal line. The signature is stylized and cursive.