

**Policy:**

It is the policy of the City that each employee's dress, grooming, and personal hygiene shall be appropriate to the work situation for their position and department.

**Comment:**

- (1) Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance, like proper maintenance of work areas, is a requirement of employment with the City. Radical departure from conventional standards of dress, personal grooming and hygiene is not permitted.
- (2) Office workers and other employees who have regular contact with the public must comply with the following personal appearance standards:
  - (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees shall not wear jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats, and similar items of casual or suggestive attire that do not present a business-like appearance.
  - (b) Hair shall be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
  - (c) Sideburns, mustaches, and beards shall be neatly trimmed.
- (3) All employees who do not regularly meet the public shall dress in a manner consistent with safety requirements and maintain personal appearance and hygiene at as high a standard as working conditions permit.
- (4) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job. Where uniforms are required, they will be provided at city expense. Uniforms should be kept clean and free of wrinkles and holes and otherwise appear in new or like-new condition.
- (5) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy will result in disciplinary action.