

808.43 SUBJECT: DRESS GUIDELINES AND “COOL DAYS” ATTIRE

:1 OBJECTIVE:

To establish a written policy and general dress guidelines for office and “Cool Days” attire for employees that are not required to wear uniforms.

:2 AUTHORITY:

This procedure amended by City Council August 16, 2010.

:3 DIRECTION:

Department Directors, Office Directors and Division Managers, as appointed officials, serve at the pleasure of, and receive direction from the Mayor through the Chief Administrative Officer (CAO) or designee.

:4 METHOD OF OPERATION:

A. Policy

The intent of this policy is to provide employees with the flexibility to dress down in comfortable, business casual clothing.

However, because appearance and dress are key factors that contribute to an organization’s image, it is important that the City maintain a professional business image.

Clothing should be appropriate for the job to be performed. In choosing appropriate work clothes, employees should consider their Office standards and their position. Judgment, safety, and good taste are the guidelines for determining appropriate business casual dress attire.

Department Directors and Division Managers will monitor this policy and may structure tighter guidelines as appropriate. Any deviations or questions should be directed to the Department Director.

B. General Guidelines

The following dress guidelines shall apply:

1. Male employees

Slacks (non-denim), with collared sport shirts, collared polo or golf shirts or non-pullover band collar shirts, with shoes, socks and belt (as required).

2. Female employees

a) Slacks (non-denim).

b) Blouse or sweater, golf, polo or other collared sport shirts.

c) Skirts or dresses no shorter than 3” above the knee.

d) Split skirts or skorts no shorter than 3” above the knee are permitted (when worn with jacket or part of an ensemble).

e) Dress sandals are permitted, provided they are appropriate for the office.

3. Employees who work in field operations (construction sites, mechanic/tool shops, etc.) may be permitted to wear denim clothing with their Department Director approval.
4. Jeans may be worn on Fridays provided provisions of C.2 below are adhered to and/or t-shirts may be worn for special events with approval of the Mayor's Office.

C. Prohibited Attire

The following are prohibited under the City's Casual Attire Policy.

1. Denim clothing (except on Fridays).
2. Clothing which is torn, has holes cut, is unhemmed, has patches or emblems other than designer's emblem, which are not City approved-or, which exposes undergarments.
3. Tee shirts, pullover band collar shirts (henleys).
4. Sweat pants, warm-up suits, or similar athletic apparel.
5. Athletic shoes, casual or beach sandals and/or flip flops/thongs are not acceptable.
6. Camouflage, fatigues, or other military-type apparel are not permitted.
7. Shorts, tennis skirts, or dresses shorter than 3" above the knee.
8. Sundresses (strapless, backless or spaghetti strap dresses).

D. Violations

Employees not complying may be sent home on their own time to change into appropriate attire.

Violations may also be subject to progressive discipline in accordance with City policy and procedure.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Procedure adopted by City Council March 18, 1991, Item 5/35; amended June 24, 1991, Item 3:22; amended June 21, 1993; amended April 3, 2000, Item 2PPP, amended January 28, 2002; amended September 15, 2003; amended August 9, 2004, Item A4; amended August 16, 2010, Item A-2.

:8 EFFECTIVE DATE:

This procedure effective August 16, 2010.