Subject: City Dress Code and Workstation Appearance

Purpose
Establish guidelines for employee attire and workstation appearance. Consistency in application of the guidelines will ensure employee safety and a professional appearance at all City facilities. This will reduce the likelihood of frustration developing from employees feeling that there is disparity between departments in the application of dress and workplace standards. This policy applies to all employees regardless of employment status (i.e., full-time, seasonal, etc.). The department standard shall be professional or business casual.

Responsibility
It is the responsibility of the City and its employees to create and foster a workplace environment that represents its values and commitment of excellence in public service. Employees are expected to use good judgment when attending meetings and appointments, particularly with members of the public where casual wear would not be appropriate. Department Directors are responsible for ensuring guidelines are followed within their departments. Employees who have specific questions about this policy should contact their immediate supervisor.

1. Uniform
A. Police-Sworn and Non-Sworn Personnel: As established by the Chief of Police.
   B. Field Assignment Personnel i.e., Marina, Power, Public Works, Water Utilities, Recreation, Planning, Building and Engineering: Uniform T-shirt with City logo, or City and Union logo, polo or sport shirt, jacket, cotton pants or jeans in good condition, overalls, protective footwear (if necessary), and hat. Baseball type caps must not be worn backwards or to the side. No sweat pants, tops or warm-ups.

2. Standard
The City's policy is that all employees, both uniformed and non-uniformed, maintain and promote a professional public image by dressing appropriately. All clothing should be in good condition, clean, wrinkle-free, and without rips or holes. Clothing that is revealing, sexually suggestive, provocative, has offensive messages, or visual images, excluding Union images, is prohibited.
To ensure a clear understanding of the City’s dress code, the tables below outline the appropriate and inappropriate attire for both men and women.

### DRESS CODE FOR NON-UNIFORMED PERSONNEL

#### APPROPRIATE ATTIRE FOR MEN:

<table>
<thead>
<tr>
<th>Tops</th>
<th>Bottoms</th>
<th>Shoes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttoned-down/oxford shirts</td>
<td>Casual pants - Dockers, corduroy, and colored jeans.</td>
<td>Dress shoes or boots</td>
</tr>
<tr>
<td>“Collarless” dress shirts</td>
<td>Slacks/dress pants</td>
<td>Loafers or casual shoes</td>
</tr>
<tr>
<td>Dress shirts with or without ties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackets/sports coats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sport/polo shirts, with collar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweaters and vests over shirts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### APPROPRIATE ATTIRE FOR WOMEN:

<table>
<thead>
<tr>
<th>Tops</th>
<th>Bottoms</th>
<th>Shoes/Dresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blouses, blazers, jackets</td>
<td>Business Capri¹, or business short¹</td>
<td>Dress shoes, ² boots, ² or sandals, ² or casual shoes such as mules, loafers, or flats</td>
</tr>
<tr>
<td>Knit tops, polo shirts, shell tops</td>
<td>Casual pants - Dockers, corduroys, and colored jeans.</td>
<td>Dresses¹</td>
</tr>
<tr>
<td>Shirts (with or without collars)</td>
<td>Pant leggings ³ may be worn under a dress, skirt, tunic, top, blazer or sweater long enough to cover behind.</td>
<td>Sun dressess ³ may be worn under jackets or cardigans only.</td>
</tr>
<tr>
<td>Spaghetti, thin straps, or halter tops</td>
<td>Skirts¹</td>
<td></td>
</tr>
<tr>
<td>or cardigans only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweaters</td>
<td>Slacks/dress pants</td>
<td></td>
</tr>
</tbody>
</table>

¹ Length should be slightly above the knee or longer.
² Footwear- Heels lower than 4 inches. Front of shoe is optional (open/peep/closed toe). Please review Inappropriate Casual Sandals below.
³ Leggings must be of thick, non-transparent material.

#### CASUAL FRIDAYS AND BUSINESS CASUAL ATTIRE:

- Tennis shoes
- Casual polo, knit top or button-down shirts
- Denim/jeans

#### INAPPROPRIATE ATTIRE FOR ALL:

- Athletic wear such as sweats or velour suits, and other nylon materials.
- Bare midriff
- Casual sandals such as flip-flops/thongs ⁴

  ⁴Flip-flop/thong sandals are backless, held loosely on foot by a U-shaped strap, and reveal most of the foot.
- Low cut, too short, too tight, or excessively baggy clothing.
- See through clothing (tops may be worn if accompanied by an appropriate undershirt).
- Shorts, cutoffs and overalls
- Tank tops, muscle shirts, and casual T-shirts
- Visible undergarments

  ⁴See Policy Accommodation on page 3 for exception.
3. Miscellaneous

A. Perfumed scents: Perfumed scents are increasingly added to a wide variety of products (perfume/cologne, after-shave, hand lotion, cosmetics, hygiene products, detergents, etc.) Therefore, it can be overpowering to be in close quarters with several people who are heavily perfumed and scented. The many different smells and scents can cause allergic reactions, headaches, and even trigger asthma attacks. As a business courtesy please refrain from using heavily scented products at work.

B. Personal hygiene: We must be aware of good personal hygiene and keeping scents to a minimum. Hair must be neat, clean, and well groomed. Good personal hygiene is required.

C. Tattoos: Offensive (anything which violates the City’s Harassment and Discrimination Policy) tattoos shall not be exposed.

D. Jewelry and Accessories: Safe and tasteful jewelry and accessories. No facial jewelry or piercings other than ears (except for religious reasons).

E. Button: Union buttons and insignia can be worn by employees.

4. Public Area and Workstation Guidelines

A. Public Counters: Areas should be kept clean and free of clutter, food, coffee cups, beverage containers, etc.

B. Public Conference Rooms: Areas are to be kept clean and free of clutter. Food and/or beverages may be allowed by special arrangement, otherwise all food and beverages to be consumed in break areas.

C. Employee Workspaces Normally Visible by the Public: Workspace to be kept free of clutter and food. Placement of plants and personal items such as pictures should be kept to a minimum.

D. Private Office Workspace: Workspace to be kept free of clutter and food. Placement of plants and personal items such as family pictures should be kept to a minimum.

5. Policy Accommodation

The City will make reasonable accommodations to these standards for any employee based on religious, cultural and national origin, disability, or medical conditions.

6. Policy Violations

A. Employees who do not meet the standards outlined in this policy will be required to take corrective action, which may include a verbal warning or leaving the premises and returning to work in attire that is appropriate. The amount of time missed from work to travel and change clothing will be deducted from the employee’s leave accruals. Repeated dress code violations shall be grounds for further disciplinary action.

B. If an employee is alleged to have violated the policy, a photo of the offending clothing shall be taken. The employee shall have the right to the President of the Union, Shop Steward or a coworker present when the alleged violation is raised with the employee. Any dispute about the enforcement of the policy can be the subject of the grievance procedure.