



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: Professional Attire</b>	<b>EFFECTIVE DATE:</b> July 1, 2006 <b>REVIEWED:</b> May 2011 <b>REVISED:</b> June 2017
<b>CATEGORY: 200</b> <b>POLICY NUMBER: 200.44</b>	<b>CROSS REFERENCE:</b>

**Purpose:** To ensure City employees present a professional well-groomed appearance consistent with their job assignment.

**Scope:** All employees.

**Policy:** Each employee in his or her position represents the City to the public; therefore, it is the obligation of every employee to be safe, courteous, friendly, efficient and professional in the performance of their duties, to treat all those encountered during work with dignity and to present a professional well groomed appearance consistent with their job assignment.

Employees who are in doubt, or who have specific questions regarding personal appearance standards for their respective department/division should consult their supervisor prior to wearing attire that could be considered inappropriate for their classification or for the nature of the work performed.

Department Heads have authority to make business related exceptions and to provide additional clarification to this policy.

**Guidelines for Use:** In all cases, employee appearance should be professional, neat and well groomed. Casual attire may be worn on Friday. Attire should be clean, neat, in good repair and safe for the work setting.