



## **CITY OF TURLOCK**

# **WORK ATTIRE/ PERSONAL APPEARANCE POLICY**

Adopted April 17, 2014

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# CITY OF TURLOCK

## DRESS CODE POLICY

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A copy of this policy can be found on the City of Turlock Intranet under Human Resources.

### PURPOSE

To describe guidelines on what is considered appropriate work attire, appearance, and hygiene for the City of Turlock.

### APPLICABILITY

This Policy applies to all regular employees, part-time City employees, volunteers and interns who may be in contact with the general public and officials.

### POLICY

- A. It is City policy that employees project themselves as professionals at all times. An element of professionalism is proper dress attire. Appropriate, professional business and casual attire is important in maintaining the City's positive image to the customers we serve.
- B. Employees are expected to demonstrate a demeanor and appearance that is professional, businesslike, neat, and clean as determined by the requirements of the area in which the employee works.
- C. Employees who violate this policy will be subject to progressive discipline which may include being sent home to change their attire, if it is considered to be inappropriate for the workplace. Employees who are sent home to change their attire must utilize their own accrued time.
- D. This policy is to be interpreted by each Department Director according to the specific needs of the Department and may be modified by a Department Director for the particular needs of their Department (such as Police undercover assignments).
- E. This policy does not supersede the separate uniform policies of the Fire Department and Police Department.
- F. The City will attempt to make reasonable accommodations for religious beliefs unless the accommodation would create an undue hardship for the City, 42 U.S.C. § 2000e(j).

### ENFORCEMENT

These standards are managed by your department manager/supervisor along with Human Resources. Standard disciplinary procedures apply, and the manager/supervisor will be expected to enforce dress attire guidelines and correct violations immediately. As questions arise as to the appropriateness of certain styles or grooming practices, please direct these questions to Human Resources for clarification.

### PROCEDURE

The Human Resources Manager and staff are available for consultation regarding this policy. Employees who violate this policy will be subject to progressive discipline. Employees who are inappropriately dressed and are required to represent the City on official business will be

required to reschedule the appointment and/or send an alternate in their place. Employees who are sent home to change their attire must utilize their own accrued time.

## **PERSONAL HYGIENE AND APPEARANCE**

All employees are required to maintain a clean, neat and well-groomed appearance. Regardless of an employee's duties or anticipated work assignment, they are expected to meet this standard at the start of the workday.

Employees are expected to maintain proper hygiene and shower/bathe routinely.

Employees will refrain from using heavy perfume, cologne, aftershave, or other scents whose odor is offensive to coworkers.

## **BUSINESS DRESS ATTIRE**

Office attire should be appropriate as to what is normally expected in business establishments for both men and women.

**Shirts/Blouses:** Collared shirts, tops, blouses, polo shirts with collars, sweaters, or turtlenecks. Ties and suit or sport coat for men as required by their supervisor.

**Pants/Slacks:** Slacks, dress pants or casual Khaki type.

**Dresses/Skirts:** Business dresses and skirts are appropriate.

**Inappropriate business attire:** Cut-off jeans, sweats, shorts, off the shoulder attire, strapless or spaghetti strap dresses, halter tops, are not acceptable office attire. Revealing clothing such as low cut tops/blouses and short dresses/skirts.

## **CASUAL DRESS ATTIRE**

The City's casual dress policy applies primarily to office staff only on Fridays. Casual Friday does not apply to Thursdays for 9/80 and 4/10 schedules. Clothing that is acceptable for casual dress days includes:

**Shirts/Blouses:** Collared shirts, blouses, polo or golf style shirts with collars, sweaters, or turtlenecks are appropriate.

**Pants/Slacks:** Pants: casual khaki type, denim jeans, corduroy or capris are appropriate.

**Dresses/Skirts:** Casual dresses and skirts are appropriate

**Inappropriate casual attire:** Cut-off jeans, sweats, shorts, off the shoulder attire, strapless or spaghetti strap dresses, halter tops are not acceptable office attire. Revealing clothing such as low cut tops/blouses and short dresses/skirts are also not acceptable attire.

**Note:** During “Casual Dress Days” employees who primarily work in the field and/or wear a uniform should continue to dress in the same attire they wear during the remainder of the week.

## **FOOTWEAR**

Shoes shall be professional and conservative in nature and always in good condition.

Shoes, whether provided at the employee’s expense or at the City’s, will be conventional style and of substantial construction, and clean at the start of each workday.

### ***In House Employees***

**Appropriate Footwear:** Open toe and/or back, sling back dress sandals, oxfords, dress boots, pumps or loafers are acceptable.

**Inappropriate Footwear:** Slippers, flip-flops, dirty, torn, or excessively worn shoes.

### ***Field Work Employees***

**Appropriate Footwear:** Field employees will be expected to wear proper footwear based upon their duties. City approved work boots must meet OSHA guidelines and be black, brown or tan in color. Footwear should be replaced when they become worn or heavily marred, to ensure appearance and proper functionality of footwear.

**Inappropriate Footwear:** Athletic shoes are prohibited except on casual Fridays or the responsible Department Director may authorize the wearing of athletic shoes by specific employees while engaged in specific types of activities.

## **HAIR**

Hairstyles of all members shall be neat in appearance and must not detract from the member’s appearance as a professional. Hairstyle will reflect a conservative look. Letters/designs may not be shaved into the hair.

**For male members:** Hair must be kept neat and well groomed and in a style that will not interfere with the ability to perform duties. Hair must not go below the top of the collar while assuming a normal stance..

**For female members:** Hair must be kept neat and well groomed and in a style that will not interfere with the ability to perform duties.

## **JEWELRY AND ACCESSORIES**

Jewelry should be conservative and reflect a professional image.

### ***Rings:***

The number and types of rings should reflect a professional image and not interfere with job duties.

### ***Earrings:***

The number and types of earrings should reflect a professional image and not interfere with job duties.

### ***Caps:***

Caps displaying City logo only are acceptable. (Note: Limited to field work employees only).

## **BODY ALTERATIONS AND MODIFICATIONS**

Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly distracts from a professional image is prohibited. Examples include visible tattoos, brands, body piercing, tongue piercing or splitting, and/or earlobe expansion. Visible pre-existing tattoos and piercings on the date of adoption of this policy are subject to "Piercings, paragraph c", below and "tattoos, paragraph b", as below and determined by "Policy, paragraph d".

### ***Piercings:***

- a. No objects, article jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part with the exception to ear lobes.
- b. No piercings shall be worn if they jeopardize the safety of employees or participants.
- c. Any visible non-conforming piercing or body alteration/modification shall be removed whenever possible. If removal is not practical or possible, the non-conforming piercing or body alteration/modification must be covered with a bandage or clothing.

Note: Police personnel please refer to Policy 1044 for additional limitations.

### ***Tattoos:***

- a. While on duty, or representing the City of Turlock, in any official capacity, every effort shall be made to conceal tattoos or other body art. At no time while on duty or representing the City of Turlock in any official capacity, shall any tattoo or other body art be visible
- b. Any visible tattoos must be covered with a bandage or clothing while at work.

Note: Police Personnel please refer to Policy #1044 for additional limitations.

## UNIFORM EMPLOYEES

Employees who are required to wear a uniform are expected to report for duty in their departmental assigned uniform. Uniforms are expected to be clean and well fitting. Shirts shall be tucked in at all times. Thermals and T-shirts are allowed to be worn under assigned uniforms but must be fully covered. Sweatshirts and jackets may be worn for warmth but must be City approved.

Employees receiving issued uniforms and/or receiving a uniform allowance are responsible for maintaining them in a good condition. Replacement uniforms will be issued on a regular basis in accordance with the policies established by each department.

### **Police Uniform employees:**

Please refer to department policy for specific dress code requirements, Policy #1046 "Uniform Regulations".

### **Fire Uniform employees:**

Please refer to department policy for specific dress code requirements, Policy C-4 "Uniform Policy".

### **Parks, Recreation & Public Facilities employees:**

Please refer to division policy for specific dress code requirements, Policy titled "Parks, Streets and Public Facilities Maintenance Personnel-Uniform Policy".

## OFF DUTY

Employees issued uniforms or other items of apparel or identification for use in connection with their official duties are prohibited from wearing or displaying any such items that may identify them as a City employee while engaged in any private business enterprise, outside employment, or while engaged in any personal activity that could create the misconception they were conducting official business of the City of Turlock. Wearing the City uniform or logo at any location or activity that would bring discredit upon the City is prohibited and will be grounds for disciplinary action up to and including termination.

Employee/Volunteer/Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_