

SUBJECT: Personal Appearance Standards

EFFECTIVE DATE: February 1, 2005

PERSONAL APPEARANCE STANDARDS

PURPOSE:

To establish a policy on the personal appearance of employees that will enhance the professional and productive image of the City.

POLICY:

Maintaining a professional, businesslike appearance is important to the success of City Government. The image the City projects must demonstrate that it is the most professional, productive, thorough and reliable provider of service to its residents. Appearance is a major element of the City's image. To this end, it is the policy that an employee's dress and grooming should be, in the City's opinion, appropriate to the employee's work situation.

STANDARDS:

1. Employees are expected to dress in a businesslike manner. Shorts, tennis shoes, sneakers, T-shirts, sweat shirts, jeans and similar items of casual attire are not permitted.
2. When representing the City or attending meetings with outside agencies, such as Montgomery Country and others, men are expected to wear suits or jackets and ties and women to wear pantsuits, skirts and blouses, dresses, or other attire appropriate to the occasion.
3. More casual attire may be worn on "Casual Friday" when approved by the department head and if the work situation permits. Dress down is defined as business casual, i.e., casual slacks, golf type shirts, no ties, etc. Clothing must be clean, neat and well fitting. Un-faded/darker wash denim jeans are permissible.
4. The following are examples of dress which is considered inappropriate at all times:
 - a) Bare midriffs;
 - b) Undergarments worn in a manner as to be visible;
 - c) Clothing which is torn, cut, frayed or appears to be unclean or excessively worn;
 - d) Shorts;
 - e) Athletic wear, sweat pants/suits, warm up pants or spandex worn as an outer garment;

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f) Sweat Shirts.

5. Hair should be clean, combed and well maintained in a business like style.
6. Individuals, who have a religious or medical reason which conflicts with the provisions of this policy, should submit a written request for an exception to the appropriate portion of the policy with appropriate documentation to their department head. Requests will not be unreasonably denied unless there is a conflict with health and safety laws or regulations.
7. Department Heads are authorized to supplement this policy with provisions applicable to the work conditions for their department or individual employees.
8. Employees reporting to work improperly dressed may be sent home by their supervisor to change clothing or until further scheduled for work. Violations for this policy may also result in disciplinary action.
9. The City reserves the right in all situations to decide whether any employee is violation of this policy.

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