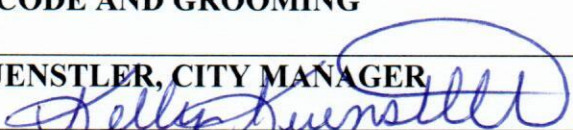




<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A3</b>
<b>SUBJECT: DRESS CODE AND GROOMING</b>	<b>EFFECTIVE DATE: 09/01/2018</b>
<b>FROM: KELLY KUENSTLER, CITY MANAGER</b> 	<b>LAST REVISION DATE: 06/21/2011</b>

A. **PURPOSE**

Every employee has some contact with the public and; therefore, represents the City in their appearance as well as their actions. The properly attired and groomed individual helps to create a favorable image for the City. Moreover, the individual who is concerned about their appearance is perceived by the public as showing a greater concern about the quality of their work.

B. **POLICY**

It is the policy of Leon Valley that every employee shall maintain the highest standards of personal cleanliness and grooming. Employees will present a neat, professional, business-like appearance at all times during regular working hours.

1. Each Department Head may specify certain additional requirements regarding appropriate dress and personal appearance. While the Department Head may add to this Directive, they may not require less than this Directive states unless there is a specific reason for an employee to not be well-groomed. It is the Department Head's responsibility to see that this Directive is followed.
2. Unacceptable Work Attire:
  - a. Denim jeans; with the exception of casual Thursday. If denim jeans are worn on Thursday they must be neat, without holes/rips, and clean in appearance; and they must be worn with a collared Leon Valley work shirt.
  - b. T-shirts, tank tops, spaghetti straps, tube tops, bikini tops, and/or halter-tops are not acceptable.
  - c. Shorts (to include board shorts and capris), skorts, hooded sweat shirts and/or other casual sports attire.

- d. Rubber or plastic flip-flops and athletic shoes; with the exception of casual Thursday. If flip-flops or athletic shoes are worn on casual Thursday the shoe must be neat and clean in appearance.
  - e. When wearing dresses/skirts shorter than two inches above the knee, hosiery or leggings are required. Hosiery or leggings are optional for dresses/skirts longer than two inches above the knee or with pants attire.
  - f. When wearing blouses, females must be aware of the neckline, exposing no cleavage.
  - g. No obscene or profane language or illustrations on clothing.
  - h. Clothing must cover all undergarments.
  - i. Facial piercings or “space holders” other than the ears are prohibited.
  - j. Clothing that promotes alcohol or drug use, or inappropriate/offensive behavior or language, is not allowed.
  - k. Facial and Body tattoos that show any image that may violate the City’s Harassment & Discrimination policy (e.g., unclothed person or inappropriate language) must be covered during employee’s scheduled work time or while representing the City.
  - l. Leggings or Jeggins may only be worn if they are accompanied with a skirt or dress or shirt that is at least mid-thigh in length.
3. Acceptable Work Attire:
- a. Slacks, dress pants, or pants similar in style to Dockers or other makers of cotton, synthetic, wool pants.
  - b. Dresses or skirts no shorter than two inches above the top of the knee.
  - c. Casual shirts, dress shirts, sweaters, vests, sleeveless sweaters and shirts, golf-type shirts, and turtlenecks.
  - d. Suit jackets and sport jackets.
  - e. For any official, public presentation, either to City Council or other groups, more formal attire is appropriate: Assigned City uniform - shirt with tie for men and the equivalent for women.

- f. All clothing should be clean and pressed, not excessively worn or faded, and without hole or frayed areas.
  - g. All city employees that are required to wear a uniform must follow the guidelines of the Department.
4. Grooming - All employees are expected to maintain a basic and proper level of hygiene. Examples of proper hygiene include: showering or bathing, using deodorant, and brushing teeth. Excessive perfume or cologne should be avoided in consideration of other employees and the public. Undergarments (underwear and bras) are required at all times. Hair should be clean and appropriately kept. Beards and mustaches should be kept clean and neatly trimmed.