

CITY OF HEALDSBURG DRESS CODE

EFFECTIVE: JANUARY 1, 2012

NUMBER: ADMIN – 101.1

AMENDS/SUPERSEDES:

APPROVED: _____
MARJIE PETTUS, CITY MANAGER

DRESS CODE AND PERSONAL APPEARANCE POLICY

Purpose: The City's objective, in establishing a dress code and personal appearance policy, is to enable employees to project a safe, professional, business-like image. The City of Healdsburg expects all employees to exercise mature discretion in appearance, dress and demeanor.

Clothing: Employees shall follow the direction of their department heads and supervisors regarding clothing. Employees, who are required to wear uniforms or other related articles of clothing and/or safety shoes/boots, must do so per their respective department's directives while at work. For helpful suggestions please see the attached guidelines.

Prohibited: Anything which states or alludes to violence, discrimination, hatred, sex, alcohol, tobacco, or illegal substances is prohibited.

Safety: Nothing in this document shall be construed as to supersede safety. All safety equipment is to be worn in accordance with departmental safety guidelines and the City's Injury and Illness Prevention Program. Hair length and facial hair shall not interfere with the performance of job functions, or the wearing of any protective gear or devices. Any employee engaged in any type of hazardous or specialized duty may be required to wear clothing and footwear appropriate to the hazardous or specialized duty as determined by the departments appointed supervisor/authority. Jewelry or dress which has the potential to cause a safety hazard or interferes with the employee's ability to perform their duties is not permitted.

SPECIAL CIRCUMSTANCES

Employees attending seminars or outside meetings should dress appropriately as they are representing the City of Healdsburg, but are allowed to dress conforming to the norms of these events.

EXCEPTIONS

To accommodate the vastly different jobs performed by employees, supervisors are authorized to create exceptions to this policy for anyone they supervise. With reasonable advance notice, supervisors may also create additional requirements beyond those listed here. Exceptions may be made on a case-by-case basis or in blanket fashion. Exceptions will be made if necessary for disability accommodations, or religious beliefs or practices. Employees with medical conditions requiring otherwise non-permitted clothing may be required to provide certification from their physician. The City Manager has the final authority in all exceptions and/or decisions made.

REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.

This list offers examples of generally appropriate business casual & field dress attire. Items listed here are not comprehensive and are open to change with departmental discretion. This guideline is provided for guidance only and is not guaranteed for accuracy or legality. Please seek legal assistance to confirm the legality of your interpretation and decisions. For help administrating or interpreting this policy, please see Personnel Services or the City Manager.

Slacks, Pants

Slacks, dressy capris and nice looking dress pants are acceptable. Office employees without field duties may not wear jeans or shorts, except on Friday’s when jeans are permissible. Typically inappropriate attire: sweatpants, exercise pants, pants with holes, short shorts, bib overalls, leggings, and any spandex or other form-fitting pants.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts, sun dresses, and beach dresses are typically inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Dress shirts, collared shirts, polo’s, formal tops, sweaters and turtlenecks are acceptable attire for work if they contribute to the appearance of professional dress. Office employees performing field duties should wear collared or City uniform-shirts. Typically inappropriate attire for work includes tank tops; midriff tops; halter-tops; tops with plunging necklines; non-City of Healdsburg t-shirts.

Shoes and Footwear

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Athletic shoes, tennis shoes, thongs, flip-flops, slippers, and any casual shoe with an open toe are typically not acceptable for employees confined to an office.

Accessories and Jewelry

Ties, scarves and belts, are encouraged for office work. Jewelry should be worn in good taste.

Makeup, Perfume, and Cologne

Some employees are allergic to the chemicals in perfumes, makeup, lotions, body sprays and colognes, so be aware of others. Makeup should be worn in good taste.

Hats and Head Covering

Hats are typically not appropriate in the office. Head Covers that are required for religious purposes or cultural tradition are allowed.