

DRESS CODE SURVEY RESULTS

Question: Does anyone have a dress code? We have one employee that likes to bare too much. The discussion of a dress code has come up.

Melanie Maben, City of Molalla

Answers:

CENTRAL POINT

"All employees shall be neat and clean in appearance and shall conduct themselves in a manner which is appropriate for an employee in the public service."

As clear as mud, and has been an issue with me for years. Nobody will touch it! Our new HR manager says its best to leave it to the department directors than to try and spell out what is expectable and what isn't.

LANE TRANSIT DISTRICT

We have had discussions about this over the years. In our current policy, interpretation of "appropriate attire" basically is left to department directors to define. I'm looking forward to seeing what others have as policies. Thanks - Jo

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image LTD presents to its guests. All LTD employees are required to dress appropriately for work and to practice good grooming in order to represent the District in a professional manner.

LTD recognizes that the standards may vary by position, professional culture, nature of assignment, event, or even the day, depending on the work required. Special circumstances may also exist, which LTD will accommodate to meet the needs of employees.

Department managers are responsible (and accountable) for assuring that all staff maintain appearance standards appropriate to their roles in the organization at all times while working. The following guidelines will be used:

- Employees who meet or interact with the general public will be professionally attired unless the meeting or event has a published or established casual dress code, or requires an LTD shirt.
- Safety is an important consideration. Clothing, shoes, hairstyle, jewelry, or other accessories that impair an employee's ability to safely perform required work are prohibited.

- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are prohibited.
- Torso body-piercing jewelry that is visible, either directly or through clothing, is prohibited.
- Strong odor of any kind is prohibited.
- Clothing with the LTD logo can be worn only when the employee is acting in an official LTD capacity or in transit between home and work.
- Excessively worn, tattered, or dirty clothing is prohibited.
- Employees who are required to wear uniforms will be subject to a separate policy governing uniform requirements.

NEWBERG

Below is the language from our personnel manual addressing a dress code.

While it is still open for much interpretation for tops, it is quite specific on length of skirts.

"Employees are expected to comply with the department established personal grooming and appropriate dress code. All City employees are expected to reflect the professionalism of public service in their appearance and their actions. Employees should present themselves in a way that promotes the public trust and does not interfere with the efficient and effective performance of work at the City. Employees should consider perceptions of citizens and other employees.

Employees are expected to maintain standards of neatness, cleanliness, and good grooming appropriate to their positions. Properly fitted clothing is expected, e.g. employees' skirts or dresses shorter than three inches above the knee are unacceptable."

PORT ORFORD

Here is our dress code, such as it is. The interesting thing is everyone wears jeans to work, as well as cotton slacks, etc. We are all neat and comfortable.

Employees are expected to maintain a business-like appearance. However, in case of questions, here are some guidelines:

- Clothing must not constitute a safety hazard.
- All employees should practice common-sense rules of neatness, good taste, and comfort.
- Provocative clothing is prohibited.
- Tank tops, jogging suits, and other casual clothing are not permitted unless a management-designated casual or theme day is organized.

REDMOND

Redmond just enacted one. It reads:

I. POLICY:

Employee pride in themselves and as a representative of the City of Redmond is reflected in appearance and the image one creates. The City of Redmond feels our

business image is important and requests that employee's maintain standards of dress and appearance appropriate to the organization as a whole and each employee's individual position responsibilities. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image the City presents to our customers and citizens. Therefore, while performing duties for the City of Redmond employees are expected to dress in attire appropriate to the business environment and to behave in a professional and businesslike manner at all times to best represent our City.

II. PURPOSE:

To establish a standard of dress and appearance appropriate to the organization as a whole and the employees' individual position responsibilities.

III. PROCEDURES:

Due to the nature of our business the employees at the City of Redmond follow a "Business Appropriate" dress guideline.

- Employees may dress according to the requirements of their positions; however, the City's belief regarding business-appropriate dress is that a professional image is always first. This means that employees should keep their day's schedule in mind. We recognize that different levels of dress may be appropriate for different occasions. As a general rule, when meeting with clients, citizens or visitors, business attire should be worn except where it does not make good business sense (i.e. Department Director will be spending the day out in the field with contractors reviewing site development). All employees should judge their business attire for meetings and contacts outside of the office by the type of function that will be attended.
- Our business appearance and image is important to us. However, we respect individual preference and choice in dress and appearance. We are confident that employees will use their best judgment in following our dress and attire guidelines. We ask at all times employees make certain that their appearance is well groomed and clean and that clothing is appropriate, neat, clean, and well-fitting. While relaxed business attire is acceptable within the stated guidelines, we want to be sure our environment does not jeopardize professionalism and productivity.
- For the professional employee who is not in uniform (managers and employees who retain a professional position) the business attire is strongly encouraged (i.e. ties for men daily vs. polo shirts).
- Appropriate Business Attire/Appearance Includes:
 - For men, business attire includes dress or sport shirt with collars and/or ties, polo shirts, sweaters, tailored slacks, khakis/chinos, dress corduroy slacks, business shoes including socks.
 - For women, business attire includes dress shirts, polo shirts, blouses, sweaters, skirts, dresses, skort outfits, tailored slacks,

khakis/Chinos, dress corduroy slacks, dress shoes (heels, flats or other casual shoes) including socks or nylons.

- Casual Friday: the following may be worn keeping in mind the professional image of the City. Jean clothing of any color.
- Summer Attire: In the summer the dress code becomes relaxed; men may omit ties and women may wear capris and may omit socks/nylons due to summer foot attire.
- Inappropriate Attire Includes:
 - Blue Jean clothing of any color or style (except casual Friday) casual shorts, jogging or sweat suits.
 - Sweat shirts, T-Shirts, tank tops, oversized "Big" shirts.
 - Trendy wear including exceptionally short dresses or skirts or crop tops.
 - Clothing that does not cover the mid-drift or belly.
 - Clothing items displaying an offensive comment or graphic illustration; logo clothing including sport teams, cartoon characters, etc., unless otherwise specified.
 - Clothing or accessories that hinder an employee to work safe.
 - Jewelry (or other objects of personal expression, such as visible tattoos) that is distracting, large or represents an unprofessional image as determined by City of Redmond such as large chains, facial jewelry such as nose rings, etc.
 - Dirty, ragged, un-groomed or sexually provocative, revealing or see through clothing or appearance.
 - Any other attire or appearance City of Redmond deems to be inappropriate to the business environment.

If employees are unclear about the City of Redmond dress and appearance guidelines, they are encouraged to consult with their supervisor or Human Resources staff. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending on the circumstances, the employee may also be sent home and directed to return to work in proper attire. Any work lost will be expected to be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including termination.