

<b>CITY OF APPLETON PERSONNEL POLICY</b>	<b>TITLE: Dress Code Policy</b>	
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## I. PURPOSE

The purpose of this document is to establish a Citywide policy for overall standards and expectations of employees and volunteers. Because City employees and volunteers often present the first image or impression of the City to its citizens and visitors, this policy provides guidelines for proper, professional business attire for City of Appleton employees and volunteers.

## II. DEFINITIONS

- A. Uniformed Personnel:** Any City of Appleton employee or volunteer who is required to wear a uniform or standardized outfit while conducting City business during their scheduled work hours or when representing the City outside of their regular work hours (e.g., public education events or City-sponsored training seminar).
- B. Uniform:** Any set of clothing or appearance standards that are set for employees and volunteers for the City of Appleton.
- C. Apparel Vendor:** The vendor chosen by the City and/or specific department to provide uniforms and/or cleaning services for these uniforms, and City apparel items.
- D. Field Employees:** Any City of Appleton employee who consistently spends 50% or more of their scheduled work time outside of City offices or buildings.
- E. Office Employees:** Any City of Appleton employee who regularly spends 50% or more of his/her scheduled work time in City offices or buildings.

## III. POLICY

This policy outlines the audience, expectations, guidelines, and employee and supervisory

responsibilities for City of Appleton employees and volunteers. This policy is in effect for City employees and volunteers during their City-scheduled work time and during the times that they represent the City outside their regular work hours (e.g., at a work-related training conference), unless otherwise dictated by their department's policy. City departments are expected to use this policy as the minimum standard for their employees/volunteers. Each Department Director has the authority to set additional dress code expectations that are higher than those listed in this policy. City employees and volunteers are required to follow this policy. If the policy is not followed, employees are subject to discipline, up to and including discharge.

## **A. Audience**

This policy applies to all City of Appleton employees and volunteers. Those employees and volunteers who are required to wear uniforms must follow their respective department's uniform code policies in addition to the guidelines of this policy.

Limited exceptions from this policy apply to employees and volunteers who have medical conditions, such as leg or foot problems. These exceptions must be acknowledged in writing by their personal physician and be approved in advance by the Department Director.

Exceptions to this policy for religious reasons shall be made on a case-by-case basis and in compliance with applicable laws and regulations.

## **B. General Expectations**

Employees and volunteers should be neat, clean and well-groomed when reporting to work. Shoes should be clean and not excessively worn. Clothing should be clean and pressed, not excessively worn or faded, and without holes or frayed areas. Hair (including facial hair) should be well groomed. Body piercing (other than earrings) that is exposed to the public should either be removed or covered during the employee's or volunteer's scheduled work hours or during times that they represent the City outside their regular work hours. Hair must be of a natural hue (e.g., not colored green and yellow for Packers' games). Supervisors and/or Department Directors will have the final decision whether or not something is appropriate for the workplace.

## **C. Guidelines**

### **1. Guidelines for All Employees**

- a. All employees or volunteers in safety-sensitive positions should not wear jewelry that may jeopardize their safety during work. Each departmental safety coordinator (or City Safety Coordinator if no departmental safety coordinator exists) shall determine what jewelry is appropriate for each safety-sensitive position and which jobs are considered safety-sensitive.
- b. All employees or volunteers must prominently wear or display City identification on their outermost piece of clothing during their scheduled work hours. They also must carry their City-issued identification card during work hours and when conducting City

- business. They must show it when requested.
- c. The City logo must be displayed using the colors and logo design as designated by the Mayor's office.
  - d. All City-logoed clothing must be purchased through the apparel vendor selected by the City.
  - e. When wearing a uniform or City-logoed apparel, the employee represents the image of the City whether or not the employee is on work time. Consequently, employees and volunteers should not wear or display the City logo at inappropriate locations or engage in unbecoming behavior when wearing the City logo.
  - f. All clothing should be clean and pressed, not excessively worn or faded, and without holes or frayed areas.
  - g. Employees and volunteers must not remove belt loops from their pants.
  - h. Shirts must be tucked in at all times, unless the shirt is tailored to be worn outside other clothing.
  - i. If logos are on clothing, these logos should not promote contractors or vendors that may conduct business with the City (because it may be perceived as favoritism).
  - j. Clothing that promotes alcohol or drug use, or inappropriate/offensive behavior or language, is not allowed.
  - k. Cotton t-shirts must be neatly pressed/not wrinkled. Sleeves should not be rolled up.
  - l. Tube tops, bikini tops and halter-tops are not acceptable.
  - m. Rips/Tears are not acceptable on any clothing.
  - n. Employees and volunteers may wear shorts only if they are a set uniform standard for their job (must be pre-approved by the Department Director). If shorts are worn, they must be longer than mid-thigh length and must be neatly pressed. No jean shorts, spandex (exception: APD Bike Patrol) or beachwear (exception: lifeguards) are allowed.
  - o. 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/volunteer's scheduled work time or while representing the City.
  - p. Jeans are not acceptable at any time except for "Professional Sports Team" days, other days as designated by the Mayor and casual Fridays. (Exception: Office employees who also have field responsibilities will be permitted to wear jeans if the employee anticipates being in the field four or more hours in a given work day, and has obtained prior approval to wear jeans.)
  - q. Hats are not allowed unless considered a uniform standard for the employee's job. City employees and volunteers must wear only City-issued hats. ~~Hats should not be worn inside City buildings.~~
  - r. All shoes must be clean and not excessively worn. Athletic/Sports shoes are not allowed unless considered a uniform standard for the employee's job. Hiking boots, tennis, or tennis-like (e.g. Candies or Skechers) shoes, flip-flop thong sandals or Crocs are not acceptable at any time. Dress sandals are acceptable.
  - s. Dressy capri pants are acceptable.
  - t. Skorts and skirts must not be shorter than 2" above the knee.

- u. Sheer clothing (that you can see through) and short shirts (that reveal the employee's stomach area/back) are not allowed.
- v. Tank tops and clothing with spaghetti straps are not acceptable unless covered by a jacket or sweater. Dressier sleeveless tops, blouses and sweaters are acceptable.
- w. Hooded sweatshirts, fleece and flannel clothing are not allowed at any time.

**2. Additional Guidelines for Employees who receive a Clothing/Uniform Allowance from the City (see Appendix A for positions that fit into this category)**

- a. All clothing must be clean, neatly pressed and have no rips, tears or missing buttons. If clothing does not meet these standards, supervisors have the right to require an employee to obtain new, clean uniform items.
- b. In no way should modifications be made to a uniform standard (e.g., rolling up or ripping/cutting off sleeves of t-shirts).
- c. Employees or volunteers may wear jeans if they are considered a uniform standard for their job. This standard must be approved in advance by the Department Director. Jeans should not be ripped, torn, frayed or excessively worn or faded.
- d. Safety shoes must be worn if considered a uniform standard for an employee's job. They must be replaced when excessively worn or when they represent a safety hazard to the employee. Supervisors have the right to order an employee to replace safety shoes if they pose a safety hazard to the employee.
- e. All employees working in or around any areas where there is danger from street traffic shall wear a City-issued high-visibility vest. If pre-approved by the Department Director as a part of a standard uniform for a job, employees may wear ANSI-standard high-visibility clothing (e.g., t-shirts, pants, etc.) that is purchased through the City's apparel vendor.

**3. Additional Guidelines for Employees Who Receive City-Issued Uniforms (see Appendix A for positions that fit into this category)**

- a. If the City provides uniforms for its employees or volunteers, they must wear their uniforms every day during their scheduled work time. If an employee or volunteer does not have enough changes so he/she can wear a clean uniform every day, he/she is responsible for notifying the appropriate department contact person to obtain additional changes. Conversely, if an employee receives excess uniform changes, he/she is responsible for notifying the department contact person to have the quantities adjusted.
- b. Employees and volunteers are not allowed to wear any part of their City-supplied uniforms for personal use.
- c. When a uniform is worn, it must be worn completely. The mixing of non-uniform clothes and uniform clothes is prohibited.
- d. Employees and non-employees are not allowed to wear any part of a City uniform not issued to them, at any time.

## **IV. RESPONSIBILITIES**

### **A. Employees and Volunteers**

All City of Appleton employees and volunteers are responsible for adhering to the above expectations and guidelines. If employees or volunteers have questions, they should ask their supervisor prior to wearing the item(s) in question to work.

### **B. Supervisors**

City of Appleton supervisors have the authority and expectation to send employees or volunteers home without pay to change their clothes if the employees are not dressed or groomed appropriately per the details of this policy.

Uniform		Clothing*/\$		Business Dress Code Policy	
<b>Authority</b> Lifeguard CSO	<b>Industrial Environment</b> Water - Utilities Wastewater - Utilities Mechanics - CEA Electrician - Utilities	<b>High Public Contact - External Environment</b> Building Inspections Engineering Technician Parking Enforcement Weights & Measures Assessors Environmentalists Civilian Fire Inspector <b>Training and Resource Development Specialist</b> <b>Fire Protection Engineer</b> APD Communication Technicians Lead Community Service Officer	<b>Field Personnel</b> Water Meter DPW Operations Facilities & Grounds Parking Service Persons	<b>High Public Contact</b> Customer Service Position Planning Community Development Library Nurses (wear ID in field; Logo Wear at clinics)  Parking Cashiers  Engineers  DPW Foremen	<b>Internal Customer Service</b> HR Finance Attorney TS Inventory/Stock Clerks APD Record Technicians  City Clerk  GIS  Purchasing  APL Maintenance Staff Parks & Recreation Staff
<b>City provides uniform.</b>	<b>City provides uniform and laundry service. Coveralls available.</b>	<b>City provides vest and clothing allowance.</b>	<b>City provides vest and clothing allowance.</b>	<b>Business Dress Code Policy</b>	<b>Business Dress Code Policy</b>

Employees who are required to wear safety shoes for their position would receive an annual allowance of \$55 towards safety shoes. If required to use Personal Protective Equipment (PPE), the equipment would be provided. ~~would continue to receive PPE, and \$ towards safety shoes/coveralls (as applicable per departmental work rules).~~

\*Annual reimbursement (starting in 2015): \$125 for clothing/outerwear and \$55 for safety shoes. New hires will receive the uniform and allowance (if applicable) upon hire and annually thereafter. Employees who retire within the first quarter of a year would not receive the annual reimbursement during that year.

**Note:** Seasonal uniforms will be dictated by each department.