



General Rules

Policy No. 05

Approved: 09/10/97; Revised: 05/23/00; 05/20/02;
05/22/03; and 06/23/09

City Manager's Approval

**THE CITY OF
POMONA**

ADMINISTRATIVE POLICIES AND PROCEDURES

DRESS CODE

I. PURPOSE

To set forth appropriate, professional dress and appearance standards and guidelines for employees.

II. APPLICABILITY

This Policy applies to all full-time and hourly/part-time City employees and volunteers.

III. POLICY

A. Employees are expected to demonstrate a demeanor and appearance that is professional, businesslike, neat, and clean as determined by the requirements of the area in which the employee works.

B. Employees who violate this Policy will be subject to progressive discipline, which may include being sent home to change their attire, if it is considered to be inappropriate for the workplace. Employees who are sent home to change their attire must utilize their own accrued time. This Policy is not meant to supersede any Memorandum of Understanding and/or departmental policy that are in effect.

C. Appropriate appearance includes:

1. Apparel:

a. All City employees shall observe proper grooming and personal hygiene and shall report for work in neat, clean, and appropriate business attire free of holes or tears. Appropriate footwear in good condition is also required. Styles and trends

DRESS CODE (Continued):

change; however, if an employee wears classic, time-honored, professional clothing, inappropriate dress can be minimized.

- b. Provocative, suggestive articles, or other inappropriate work attire as defined below are not allowed in the workplace:
 - 1). Clothing that is noticeably worn, faded, tight fitting, or revealing. All T-shirts (excluding City sponsored T-shirts) or shirts displaying advertising or writing; this includes slogans and graphic designs, which may be offensive and/or otherwise violate the City's Harassment Prevention Policy and Complaint Procedure and good judgment.
 - 2). Overalls, jeans of any color, denim clothing, cargo pants, culottes, capris/peddle pushers, sweatshirts pants, jogging suits, shorts (not part of uniform), tube tops, tank tops, and spandex pants or leggings.
 - 3). Clothing too short or with thin straps, low cut, bare backs, midriffs, transparent garments or provocative clothing.
 - 4). Casual sandals, thongs, flip flops, or tennis shoes. Only office and pool staff may wear open-toe shoes.
- c. Department Directors may allow employees to wear dark jeans, shorts and/or tennis shoes, when appropriate, due to safety and/or flexibility concerns.

D. Grooming:

- 1. All employees shall maintain a clean and groomed appearance. Hairstyle, hair color sideburns, moustaches, beards and other appearance related items shall present a neat and professional style as determined by the Department Director or designee.
- 2. Cologne, perfume, and aftershave shall be subtle. Employees shall take into consideration that some fellow employees may be sensitive to or have an allergic reaction to certain fragrances. Disputes shall be resolved by the respective employees' supervisor(s).

DRESS CODE (Continued):

3. Excessive, distracting makeup is inappropriate.

E. Jewelry and Tattoos:

1. Jewelry shall be tasteful and kept to a minimum and may be worn as long as it does not conflict with job safety and distracts others.
2. Ear and facial piercing such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing shall be tasteful, professional looking, kept to a minimum, and shall not be distracting to others.
3. Tattoos, scarification, or branding are to be covered at all times except when approved by the Department Director or designee. However, any tattoos, scarification, or brands that depict nudity or violence; sexually explicit or vulgar art, works, phrases, or profane language; symbols likely to incite a strong reaction in the workplace, such as swastikas, pentagrams, or similar symbols; or, initials, acronyms, or numbers that represent criminal or historically oppressive organization, such as "AB", "KKK", "SS", "MM", "BGF", "HA", "666", or any street gang names, numbers, and/or symbols shall be covered at all times.

F. Casual Dress Period and Code:

1. To recognize the hard work and dedication of City employees, the City Manager shall establish a Casual Dress Period. Employees shall exercise good judgment and common sense when dressing casually. Items listed in 1) through 4) of Section III.C.1.b. are considered to be inappropriate attire under the Casual Dress Period and Code section and are not permitted, except for Article III.F.2 below. Also see Section IV, Definitions of Terms.
2. Jeans shall be considered appropriate, casual, work attire provided that the jeans are dark, clean, have no holes, no bleaching designs, and no frayed ends at the legs.

G. Uniform Requirement

Casual Dress does not apply to employees in departments where uniforms are the normal dress.

DRESS CODE (Continued):

IV. DEFINITION OF TERMS

"Casual Dress" shall be defined as a relaxed, business standard of dress. Casual dress includes, but is not limited to: casual slacks (e.g. dockers, khaki), dark jeans, summer dresses, polo type shirts, short sleeve shirts/blouses, sweaters, walking shoes, or dressy sandals.

V. UNIFORMS

Employees who are required to wear a City uniform shall comply with the appropriate Memorandum of Understanding and/or departmental policy including the following:

- A. Employees are responsible for wearing a City uniform while performing City related work.
- B. A uniform, or any part thereof, shall be worn only while the employee is on duty or while in route to or from the City. NO EMPLOYEE SHALL WEAR A CITY UNIFORM WHILE OFF DUTY.
- C. Safety boots and/or safety hard-soled shoes, if appropriate, shall be worn with the uniform.
- D. Employees shall take proper care of uniforms and maintain high standards of personal grooming and neatness. Shirrtails shall be tucked in and a belt or suspenders shall be worn.
- E. The use of T-shirts in lieu of standard issued uniform shirts may be allowed during the summer months. The T-shirt shall not contain advertising, slogans, or inappropriate graphic designs and shall be approved by the Department Director.
- F. Employees shall wear only those hats which have been approved by the Department Director, or designee. Moreover, hats shall be worn appropriately, i.e. not backwards, sideways, etc. No pins may be attached to hats unless they have been approved by the Department Director, or designee.
- G. The use of short pants may be allowed during the summer months for specific Departments/Divisions/Sections within the City. For specific information, contact the immediate supervisor.

DRESS CODE (Continued):

- H. All employees shall remember that when in uniform, the public perceives you as "on duty" and representing the City. Your appearance and conduct reflect upon the City at all times.

VI. PROCEDURE

- A. The supervisor is responsible for evaluating and approving the dress and appearance of his/her employees.
 - 1. The Human Resources/Risk Management Director and staff are available for consultation regarding this Policy.
- B. Employees who violate this Policy will be subject to progressive discipline.
 - 1. Employees who are inappropriately dressed and are required to represent the City on official business will be required to reschedule the appointment and/or send an alternate in their place.
 - 2. Employees who are sent home to change their attire must utilize their own accrued time or time off without pay.

VII. ACTION

This Policy is effective June 23, 2009.