

North Bend

7.150 DRESS CODE

Proper grooming and attire have a positive impact on the City's image. Office management and staff positions that involve frequent, direct public service contact: i.e. those where meeting the public is an inherent function of the position, and where such contact would normally occur daily, are subject to the following appearance standards:

1. Male employees are required to wear neat and clean business/business casual trousers/khakis, collared shirt and shoes. Jeans are permitted on Fridays. Sneakers and gym, jogging, and tennis shoes are inappropriate except where permitted by individual department work rules or as approved by the department supervisor.
2. Female employees are required to wear neat and clean business/business casual skirts, dresses, slacks, tops/shirts, and shoes. Jeans are permitted on Fridays. Gym, jogging, sneakers, and tennis shoes are inappropriate except where permitted by individual department work rules or as approved by the department supervisor.

All other employees shall maintain grooming and attire standards that bear a reasonable relationship to their work. Employees that work in the field, regularly or on a special occasion, are authorized to wear jeans in good condition with no rips or tears.

Inappropriate attire is defined, but not limited to: thongs/flip-flops, halter tops, shorts, midriff tops, T-shirts with offensive slogans or pictures, beach costumes, see-through or mesh clothing, and ragged, torn or dirty clothing.

In work areas that have approval for specified "dress down" or "casual" days, management shall determine appropriate attire standards for those days.

If an item of clothing is deemed to be inappropriate for the office by the employee's supervisor and/or the City Administrator, the employee may be sent home to change clothes and will be given a verbal warning for the first offense. Upon a second or further violation, progressive disciplinary action may be taken for further dress code violations, including a letter to the personnel file and/or unpaid suspension and/or up to discharge. Any questions regarding the dress code should be directed to the City Administrator.