

**10.4 Appearance/Work Attire**

Personnel Procedures Approved: 5/8/2008

1. PURPOSE: To establish guidelines for employee appearance and work attire.
2. ORGANIZATIONS AFFECTED: All department/divisions. For uniformed personnel, refer to Department S.O.P.
3. REFERENCES: Not applicable.
4. PROCEDURES:
  - A. Employees are expected to dress neatly and appropriately for the type of work they are doing, and to present a good, professional image of the City to the public.
    1. Clothing should be maintained in good condition and as the work environment permits, clean and free from tears, holes and visible stains.
    2. Employees should ensure their personal hygiene does not offend others and does not detract from the high quality service orientation of the City.
    3. Safety clothing and accessories (e.g., boots, vests, hard hats) must be worn when safety rules require and/or when circumstances warrant it.