



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Dress Code, Uniforms and Personal Appearance</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>June 20, 2016</b>
<b>LAST REVISION DATE</b>	<b>Replaces <i>Section 28.1, 28.2 and 28.3</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.</b>
<b>POLICY NUMBER</b>	<b>10.06</b>

**OBJECTIVE** The employees of the City of Watauga are expected to present a positive and professional image to fellow employees and the public. This policy provides guidelines for uniforms and for the dress and personal appearance of City employees.

**SCOPE** This policy applies to all employees. Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission, and the general and special orders of the Police and Fire Departments, which may incorporate some or all of the provisions of this policy

**POLICY**

In order to project a positive, professional, and safe environment, City of Watauga employees are expected to maintain a positive and professional appearance at all times. All employees are expected to be appropriately dressed and well-groomed in order to reflect a professional businesslike atmosphere. Presenting a professional image creates a favorable impression for the City, promotes confidence in the services the City provides, promotes respect among co-workers, and encourages higher working standards.

**A. Dress Standard**

Due to many types of jobs within the City, several different dress standards are necessary. An employee who is in doubt as to the dress standard for their department should contact their supervisor. Departmental dress codes may be different than this policy. In instances where this policy conflicts with department dress codes the more restrictive policy will apply. Uniformed employees shall follow the guidelines established in **Section C. Uniforms**.

1. All employees are expected to comply with safety regulations—i.e., type of shoes, shirt sleeve length, etc.—as dictated by departmental and industry safety standards.
2. Clothing should be clean, comfortable, and appropriate for the job being performed, as determined by the supervisor and/or department procedures. Clothing having pictures, designs, words, and/or advertising not conducive to a professional image are prohibited.

See-through and/or otherwise sexually provocative clothing are likewise prohibited for all employees.

3. Nothing in this policy shall prohibit casual days as long as a positive and professional image is projected.
4. Clothing, to include jewelry and hair, should be clean and not be loose or dangle in such a way that it creates a safety hazard. Long hair styles worn in areas where the hair style may become entangled or caught by, in or on live or inanimate objects or machinery, must be worn up, close to the head or under protective head wear.
5. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
6. Tattoos must be appropriate in content and in keeping with a professional image.
7. Employees will not use hygiene products, perfumes, or colognes that, due to their fragrance, cause discomfort to others.
8. Articles of clothing that are distracting, offensive or revealing are prohibited. Examples include, but are not limited to, strapless/halter tops, beachwear, and work-out attire.
9. Clothing must be free of wrinkles and rips and tears.
10. Hairstyles and hair colors must be appropriate to the employee's position and extremes of any type are unacceptable. For example, green hair, mohawk style haircuts, and severely spiked hair are not allowed. Hair, including facial hair, must be clean and neatly groomed at all times.
11. Department Directors are responsible for monitoring the attire of their employees and taking corrective action when necessary

## **B. Reasonable Accommodation**

The above-stated provisions apply in normal work situations; however, there may be instances where exceptions may be made, such as special work assignments or inclement weather. In times of extreme snow or ice, when a specific short term situation dictates, or when medical conditions exist, a Department Director may authorize exceptions to this policy.

The City recognizes the importance of individually-held religious beliefs of employees within the workplace. The City will reasonably accommodate an employee's religious beliefs in terms of workplace attire, unless the accommodation creates an undue hardship or safety hazard. Accommodation of religious beliefs in terms of attire may be difficult in light of issues of safety for employees and coworkers within certain departments, specifically police, fire and public works. Employees requesting accommodations based on religious beliefs should consult with the Department Director and Human Resources Director.

## **C. Uniforms**

1. Positions requiring uniforms will be determined by the Department Director. Generally, employees, who in the course of their regular job duties meet one of the criteria listed below, will be required to wear an approved City Uniform:
  - a. Employee encounters the chance of ruining their clothes due to excessive dirt, grease and corrosive material, etc.
  - b. Employee normally works outside, and represents the City within the community.
  - c. Needs to be identified as a part of a specific work group.
2. Employees who are furnished uniforms must wear the regulation uniform while performing work for the City except when special circumstances or work conditions exist, and the approval of the supervisor has been obtained.
3. The department head will determine the color, type, style, and identification for employee uniforms. All insignias on City issued uniforms will be consistent with the approved logo.
4. Issued uniform items may consist of the following:
  - a. Long or short sleeve shirts or blouses
  - b. Shorts, pants, and/or jeans
  - c. Hats
  - d. Winter wear (e.g., overalls, bib, jacket)
  - e. All required insignia (patches, names plates, badges, etc.); and
  - f. Any other item that the department determines is necessary for the safe performance of the employees' positions such as personal protective equipment, including, but not limited to, rain coats, appropriate safety footwear, and headgear designed to protect the wearer from sun exposure/damage.
5. If an employee is dissatisfied with the quality or fit of a non-marked item from the vendor (for example, a pair of denim or khaki pants), the employee may wear his or her own clothes as long as they conform in style and color with the uniform provided by the department, and they are kept clean and neat.
6. The employee will not be entitled to any form of reimbursement or allowance if the employee chooses to supply his or her own clothing.
7. An employee may only wear accessories with the City uniform if authorized and approved by the Department Director. Pins, buttons, patches, accessories, or other markings denoting membership or affiliation with a political group, religious group, professional organization, employee association, or other work-related group may not be worn on uniforms.
8. Except in the case of a uniform where the vendor provides cleaning services, employees are responsible for the care and cleaning of their work clothes.

#### **D. Off Duty**

Employees will not wear city-issued uniforms, including any issued hat, for other than City work. However, uniforms may be worn to and from work, including any incidental stops that may occur while on the way to and from work (examples include basic errands such as trips to the bank or grocery store) and while performing specific assigned or approved functions.

Any clothing, including uniforms, with city logos or other items that identify a person as a city employee will not be worn off duty to bars, night clubs, adult entertainment establishments or during the purchase or consumption of alcohol. Employees are expected to use caution to avoid wearing city clothing at any off-duty location in which citizenry may question appropriateness.

#### **E. Other Provisions**

Employees in violation of this policy may be sent home. Under such circumstances, nonexempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined, up to and including termination of employment.