



# ADMINISTRATIVE MEMORANDUM

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PROFESSIONAL APPEARANCE GUIDELINES				
SECTION NO.	INDEX NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
200	64	7/10/07	6/27/2018	

## I. PURPOSE

The purpose of this policy is to provide guidelines to supervisors and employees regarding acceptable and appropriate dress and appearance in the work place.

## II. GUIDELINES

The City of Buena Park desires to ensure that all employees dress in an appropriate and safe manner that is in good taste and conducive to a professional work environment. Since the way in which we dress is a significant factor in how the public and our co-workers perceive and evaluate our competence, quality, and professionalism, employees are required to present a neat, clean, and professional image at all times. In keeping with this philosophy, the following guidelines have been established:

### A. Grooming / Personal Hygiene

All Employees are expected to follow good personal hygiene habits that promote a professional appearance. Grooming and personal hygiene should be maintained, so as not to offend others. This also includes the avoidance of heavy fragrance usage such as perfume, cologne, lotions, etc.

Hair and/or facial hair must be maintained to present a professional appearance – extreme colors or styles are not permitted. It must also be maintained as not to interfere with job duties or jeopardize safety in the work place.

Employees are expected to use common sense, self-respect, and respect for others with regard to good grooming and personal hygiene standards.

### B. Piercing / Body Art

**Facial Jewelry:** Visible facial jewelry and jewelry in the mouth is not permitted during work hours and must be removed. All jewelry must be worn so as not to cause a safety concern.

**Tattoos:** Visible tattoos are not appropriate in a business setting. All Employees are required to keep visible tattoos covered at all times during business hours.



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### C. Civic Center / Office Employees

Clothing is one of the best ways to project a professional image. Because every employee may at one time or another come into contact with our customers, it is important that all management and staff members assigned to work in the Civic Center or any City office dress in a professional manner every day. All clothing must be neat, clean and in good repair. Appropriate professional attire includes, but is not limited to the following: suits, sport coats, sweaters, dresses, skirts, slacks, open collar dress shirts, dress shirts with a collar and tie, dress shoes or boots. Hair and facial hair must be maintained to present a professional appearance – extreme colors or styles are not permitted.

#### Inappropriate Attire / Footwear:

- Denim (all colors).
- Casual or souvenir t-shirts or sweatshirts.
- Tank tops or tube tops.
- Bib overalls.
- Excessively tight, faded, torn, or worn out clothing.
- Spaghetti-strap dresses or tops (unless worn under a suit jacket).
- Shorts of any type or length.
- Mini-dresses or mini-skirts.
- Casual sandals or flip-flops.
- Workout or gym attire (i.e. jogging ensembles/exercise wear, yoga pants, leggings, jean-leggings, or spandex-like clothing.)
- Exposed undergarments, see-through or sheer blouses.

In addition, attire with offensive print or slogans will not be allowed during business hours.

### D. Field Employees

Employees with field assignments for all or part of the day must wear clothing appropriate to the type of work they perform, but must also take into consideration their public contact and contact with other co-workers.



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City Employees required to wear uniforms are to report for duty wearing neat, fresh, and clean uniforms. Uniforms should be complete and appropriate for the season. Each Department Director is responsible for ensuring that employees follow regulations regarding uniforms, approved accessories, and safety equipment. Employees issued uniforms bearing a City identification patch are not to wear the uniforms during off-duty hours or in combination with non-uniform clothing.

Employees with field assignments are required to wear approved work clothes that comply with CAL/OSHA and City safety rules.

City issued hats and/or visors may be worn provided bills are worn to the front.

## **E. Exceptions**

The City Manager may authorize exceptions to this policy to celebrate holidays, promote special events, accommodate medical conditions, religious attire/appearance requirements, and/or to meet the temporary needs of the City.

Each Department Head has the discretion to develop a more comprehensive dress code appropriate for his/her department within the general guidelines outlined in this policy.

## **III. DEPARTMENT HEAD RESPONSIBILITIES**

Each employee's Department Head can make determinations as to the appropriateness of an employee's attire pursuant to this policy. If, in the opinion of the Department Head, an employee is not adhering to the intent of this policy, the Department Head or designee will inform that person that he/she must dress in accordance with this policy. In severe cases, after consulting with the Human Resources Department, the Department Head may send the person home to change as directed. In that event, time away from work will not be considered hours worked. An employee may use vacation, compensatory, floating holiday, or administrative leave for such time away from work.