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12/20/05

### 1.0 PURPOSE:

To provide guidelines for proper work attire, grooming, and personal hygiene for City of West Allis employees.

### 2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis employees unless otherwise addressed by a collective bargaining agreement or existing departmental policy.

### 3.0 POLICY:

Employees are expected at all times to present a professional, businesslike appearance. Employees at all levels and job positions are representatives of the City and should understand that their personal appearance will affect both the public's impression of the City and internal employee morale. Therefore, each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

### 4.0 REFERENCES:

None

### 5.0 GUIDELINES:

#### 5.1 Appropriate Dress and Grooming:

Appropriate dress and grooming may differ depending on a particular job task or job position. Therefore, departments may establish requirements appropriate for the types of jobs performed within the department. It is within the department/division head's sole discretion to determine whether an employee is wearing appropriate clothing. However, under all circumstances, the following guidelines will apply:

- 5.1.1 Office workers and any employees who have regular contact with the public are expected to dress in a manner that is normally acceptable in similar business establishments/settings. Employees should not wear suggestive or revealing attire (e.g. excessively short dresses or skirts, tight fitting or sheer clothing, tank or halter tops, etc.), jeans\*, athletic clothing, shorts, flip-flops, clothing with offensive pictures or language, or other casual attire that does not present a professional and businesslike appearance.

\*Jeans, that are clean, not skin tight or torn/ripped or marked in any offensive way, may be worn by employees, as authorized by their department/division heads, in the following positions: DPW staff, certain field positions, coop students, interns, library pages and certain other office positions

that do not have regular contact with the public.

- 5.1.2 Employees are expected to wear clean and neat clothing (torn or ripped clothing is not suitable), to be well groomed, and to maintain clean and appropriate oral and body hygiene.
- 5.1.3 Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
- 5.1.4 Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of the job. These employees should follow the department standards for wearing and maintaining uniforms.

5.2 Casual Dress Attire:

Some days may be designated as “casual dress days.” On these occasions, employees are still expected to present a neat and professional appearance, as discussed in par. 4.1.2 above, and are not permitted to wear suggestive or revealing attire as discussed in par. 4.1.1 above, athletic clothing, shorts, flip-flops, clothing with offensive pictures or language, or torn or ripped clothing. Employees who are required to wear uniforms or employees required to attend business meetings or to appear in court, etc. may not be able to dress in casual attire.

6.0 ENFORCEMENT AND SANCTIONS:

It is each employee’s responsibility to maintain appropriate personal appearance and hygiene. Department/division heads and supervisors are responsible for enforcing this policy and providing counsel to employees whose appearance and/or hygiene is inappropriate. Failure to comply with this policy may result in disciplinary action up to and including termination.