



POLICY AND PROCEDURE MEMO

SUBJECT: DRESS CODE POLICY AND PROCEDURE

NO. 2.002
DATE 11/30/05
Rev.3/13
6-5-13 Approved

D. W. F. F. F.

CITY MANAGER

I. STATEMENT:

- The City of Rochester prides itself in a friendly, courteous and professional atmosphere and employee image. Efficient service, neat work areas and personal appearance instill customer confidence and provide a pleasant work environment. Employees should consider the day's activities and business commitments when determining what to wear.
- The purpose of this policy is to establish guideline for appropriate appearance that is professional or businesslike, neat and clean as determined by the requirements of the work situation. Employees are expected to at all times to present a professional image, especially when dealing with the public.
- Some employees may be required to wear specific types of clothing, due to the nature of the job or safety requirements. Employees should discuss appropriate dress, based on the work situation, with their supervisor.

II. DEFINITIONS

- "Employee": any person actively employed by the City for compensation or volunteers.
- "Professional Dress" Clothing that conforms to and is suitable for a profession.
- "Business Casual Dress: Clothing that is professional in style yet is more relaxed than typical business wear. Because the clothing worn by employee reflects on both the individual and the City, attire must present a professional image at all times.

III. GUIDELINES

The following guidelines regarding personal appearance have been set forth to achieve these standards;

- **Appropriate Professional Dress**
 - Business suits, dresses, blazers or sport jackets, blouses or dress shirts and ties, dress pants or dress slacks, hosiery or socks, dress shoes, loafers or dress boots.
- **Inappropriate Professional Dress**
 - Jeans or denim clothing, nylon or athletic pants, mini-skirts, dress shorts, sun dresses, skorts, low-cut or midriff-baring shirts, sleeveless shirts, t-shirts, sweatshirts, athletic shoes or sandals.
- **Appropriate Business Casual Dress**
 - Blazers or sport coats, sweaters, casual pants (e.g., khakis, chinos), casual skirts, corduroys, dress slacks, oxford or polo shirts, blouses or dress shirts, hosiery or socks, flat shoes, loafers or dress boots.



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- **Inappropriate Business Casual Dress**
 - Jeans, leggings, spandex or stirrup pants, casual sandals or flip-flops, cutoffs or shorts, low-cut or midriff-baring shirts, tank tops or t-shirts, mini-skirts, sun dresses, sweat pants or sweat shirts, work or hiking boots, sneakers or running shoes.
- **Business Casual Friday**
 - On Fridays, employees may wear appropriate business casual dress including collared City logo shirts.
- **Uniformed Employees**
 - Employees should recognize the value of the uniform as a main identifier in supporting the standard of excellence within the City. Employees for whom uniforms are required for the job must wear the appropriate City-issued uniform.
 - Uniforms are expected to be kept neat and clean at all times.
- **Identification Cards**
 - Each employee of the City will be issued an identification card containing the employee's name and number, photo, employing department and phone number.
 - Identification cards are the property of the City. Lost cards should be reported to the Human Resource office.
 - Identification cards must be returned to the City when employment ceases.
 - When employee changes departments, their original identification card must be returned to the Human Resource office and they will be issued a new Card.
 - Identification cards shall be worn and displayed face-up and clearly visible at all times.
- **Summer Dress**
 - Business Casual will be the appropriate dress from Memorial Day through Labor Day.

IV. ENFORCEMENT AND PENALTIES

- The Department head is responsible to evaluate the dress and appearance of employees under his or her supervision. The Department Head will be responsible for communication and enforcement of the appropriate dress standards.
- If an employee is not dressed appropriately, the following steps should be taken by the supervisor:
 - On the first occasion, an oral warning should be given to the employee, and the City's dress and appearance standards should be reviewed with the employee.



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- On the second occasion, the employee should be sent home without pay to change clothes immediately as well as given a written warning. Pay resumes when the employee returns to work.
- Further violations may result in suspension or discharge.

-END OF PROCEDURE-