

1.1 Work Attire

The professional image of our organization is maintained, in part, by the image that our employees present to customers and vendors. All employees should practice common sense rules of neatness, good taste, and comfort. All clothing must be clean, neat and free of holes.

1.1.1 Office Personnel/Clerical Employees

If you work in the office, you should dress professionally. Blue jeans, shorts, halter-tops, strapless tops, spaghetti straps, tank tops, cropped tops, athletic shoes and flip-flops (havaianas) are not appropriate office attire.

1.1.2 Semi-Office Employees

If you work in an office, however frequently work in the field, you will be required to follow office attire guidelines but you will be permitted to wear blue jeans with an appropriate polo or button-up shirt. Open toed shoes are prohibited.

1.1.3 Maintenance Employees

If you work in a maintenance area, you may wear jeans, t-shirts and athletic shoes. Plain caps or caps with City logo are permitted. In addition, loose hair, clothing or dangling jewelry that poses a safety hazard is prohibited. Seasonal maintenance employees at North Park may wear shorts.

1.1.4 Recreation Employees

Recreation employees should follow office attire guidelines above, however you will be permitted to wear department issued or approved t-shirts, swimsuits, shorts, caps, and footwear as appropriate for the duties performed.

1.1.5 Uniformed Employees

To allow for easy identification by the public and a unified professional appearance, uniforms are provided to some employees. When uniforms are provided, you are required to report to work in uniform, unless excused by your department head.

1.1.6 Casual Attire Fridays

Office personnel/clerical employees may wear jeans and athletic shoes to work on Fridays provided you adhere to all other policies covering professional attire.

1.1.7 Exceptions

From time to time accommodations need to be made to either meet physical needs of employees or temporary changes in work environment. The Department Manager has the authority to allow specific employees temporary permission to wear attire to accommodate a medical condition or a temporary work assignment.

Your supervisor will send you home to change clothes if you fail to report for duty in the appropriate attire. You will not be compensated for this time away from work.

All items provided, including protective clothing, boots and protective devices will remain the property of the City and will only be used in accordance with the department rules and

guidelines.

Upon separation, the employee must return all issued clothing, footwear and protective devices. Vacation leave balances will be withheld from final pay until all uniforms and equipment are returned.