



City of Warner Robins

Dress Code and Grooming Policy July 2015

Purpose and Policy

The purpose of this Policy is to establish dress code and personal grooming guidelines for City employees. In most cases a generic standard applies to all employees, but different standards may apply to those in City uniforms or issued clothing. Standards may also vary as applied to male and to female employees. Additionally, standards vary as applied to the various departments of the City.

It is the policy of the City that employees shall project a positive and professional image toward the community. All employees are reminded that the first impression on the public is their dress and grooming appearance.

All employees are required to dress and be groomed in a manner that presents a conservative appearance and is appropriate to a professional business environment. Clothing shall always be neat, clean, and pressed when reporting to work.

Due to the unique nature of the fire department, police department, public works department, recreation department, and utility department, such departments will maintain their own policies on the wearing of clothing and grooming requirements for both sworn and civilian personnel. Utility department personnel based out of City Hall shall comply with this policy.

The following policy does not contain any all-inclusive lists; thus, supervisors reserve the right to determine appropriateness. If in doubt, employees should refer questions to their immediate supervisor prior to wearing the apparel in question.

Dress Code

Attire Appropriate for the Environment

Employees may dress in a manner appropriate to the environment in which they work. Special attire exceptions to the dress code policy will be allowed when job necessities, health conditions, or accommodation require modifications. Exceptions to the dress code policy require department director approval.

Male Employees

Suits, dress shirts, khakis, and collared shirts are considered appropriate.

Female Employees

Suits, dresses, skirts, pants, and suitable blouses, are appropriate attire for wear. Skirts and dresses may have a hemline no higher than three (3) inches above the top of the employee's knee. Leggings are only appropriate when paired with a top that meets the requirement of a skirt or dress. The length of capri pants must be closer to the ankle than the knee. Palazzo pants are not acceptable.

Blouses, shirts, and top garments shall not expose the midriff and shall have straps a minimum of two fingers in width. Excessive skin exposure is not permitted. Employees shall not reveal cleavage.

Shoes

For female employees, dress sandals are permitted, but sandals commonly called "flip flops" are not. Canvas shoes and athletic shoes are not permitted. Shoes with heels and soles that are more than four (4) inches in height, as measured from the outside of the heel are not permitted

Undergarments

All employees must wear appropriate undergarments. No portion of undergarments shall be visible.

Prohibited Items of Attire

The following items of attire are prohibited: hats (excluding maintenance and personnel required to work out doors), athletic wear, jeans, shorts, Bermuda shorts, flip flops, bedroom shoes, and t-shirts.

Casual Dress Days

The City will recognize casual day on Fridays and special event days designated by the Mayor. Appropriate attire for casual days would include business casual and the following items for both men and women:

- Jeans: must be clean, neat, and wrinkle free with no holes
- Palazzo pants
- Collared shirts
- Dressy sandals
- Tennis shoes: must be clean and in good repair

The following items of attire are prohibited on casual days:

- T-shirts
- Flip flops
- Shorts
- Bermuda shorts

Employees shall not wear clothing which explicitly or implicitly advertises products, persons, characters, or political stances.

When attending business meetings on casual dress days, employees should consider their audience and the image projected, and should dress appropriately. Apparel should not contain any writing.

Grooming Standards

Hair

Hair shall be conservative, neat, and professional in appearance. Hair appearing to be unkempt and generally unmanageable is not acceptable. Unnatural hair colors are not permitted. Hair styles of an unprofessional nature, such as spikes, are not acceptable.

Facial Hair

Facial hair must be clean, neat, and well-groomed at all times.

Fingernails

Fingernails should be clean and an appropriate length at all times.

Tattoos

A tattoo is a permanent mark or design made on the skin by a process of pricking and ingraining an indelible ink pigment or by raising scars. The wearing of visible tattoos that depict violent, vulgar, obscene, or racially/culturally/religiously prejudicial designs are not permitted. Employees are encouraged to seek guidance regarding any visible tattoos to avoid confusion regarding their acceptability.

Body Piercings

Jewelry worn in a visible body piercing is not acceptable except for piercings in the ear. Visible body piercing includes, but is not limited to, the piercing of the tongue, eyebrows, lip, cheeks, and nose. Dermal piercings are not acceptable.

Enforcement

Duty of Supervisors

All supervisors will instruct their assigned employees of this policy and will be responsible for the enforcement of this policy. Supervisors shall be responsible for ensuring that the employees interpret the guidelines correctly as well as pointing out inappropriate attire to an employee when necessary. On such occasions, the supervisor can, at his/her discretion, require that the employee go home to change into something more suitable for a professional office setting or have the employee to see a representative from the Human Resources Department for verification. This action will be supported by the penalties outlined below. Time spent away from the office for this purpose will be charged to that employee's annual leave.

Failure to consistently enforce the standards herein may result in disciplinary action.

Penalties

Any employee sent home to correct a violation of this policy will clock out and not be compensated for any lost time, and may be subject to disciplinary action.

Each employee shall receive one free but notated violation. The second violation of this policy will result in a written reprimand to be placed in the employee's personnel file. The third violation of this policy will result in a one (1) days suspension without pay from work. The fourth violation of this policy will result in a three (3) day suspension without pay from work. Any further violations shall result in disciplinary action with the possibility of termination at the discretion of the department director.

Grievance Procedure

Employees wishing to file a grievance as a result of this policy must follow the grievance procedures delineated in the employee handbook.

Sincerely Held Religious Beliefs

Nothing herein is intended or shall be interpreted or applied so as to violate any employee's constitutional or statutory rights with regard to any sincerely held religious belief.

Dress Code and Grooming Policy acknowledgment form

After reading this policy, please sign below and submit it to the Human Resources department.

By signing below, you hereby acknowledge receipt of and compliance with the Dress Code and Grooming Policy. Furthermore, the undersigned also acknowledges that he or she has read and understands this policy before signing this form.

Acknowledgment

I have read the Dress Code and Grooming Policy. I understand the contents, and I agree to comply with said Policy. I understand that this policy may be amended at any time.

Name: _____

Signature: _____

Date: _____