

TITLE: Professional Image and Appearance
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I. PURPOSE AND SCOPE

The purpose of this policy is to promote a professional atmosphere and project an image of credibility and competence to our citizens, fellow employees, and the public we serve. This policy applies to all City of Avondale employees and volunteers.

II. POLICY STATEMENT

The primary goal of the policy is to ensure that the dress, demeanor, appearance, and overall perception of our staff is positive and appropriate for the work they are performing. The policy also empowers supervisors to address issues of professionalism with the assistance and advice of the HR staff. This policy is intended to allow Department Directors to provide policy clarification based on the requirements of their department and the level of professionalism and appearance required.

III. POLICY PROVISIONS

- A. Appropriate attire, grooming, and behavior are required of each employee in their job and in their relationship with the public. Therefore, it is essential that staff project the appropriate image and appearance for the work they perform.
- B. Although the manner of dress will vary with the type of work performed, neatness, cleanliness and good judgment are required of all employees.
- C. Department Directors will interpret the intent of this policy based on the particular type of work being performed by each employee.
- D. It is understood that different job classifications may require clothing not appropriate for all departments.

IV. PROCEDURES

A. General Dress Standards

- 1. A professional, business-like appearance is required of all staff working in an office environment, particularly those with direct customer contact.
- 2. Clean, neat, and presentable uniforms in good repair are required of all uniformed personnel unless otherwise directed.

3. Field personnel are required to wear appropriate clothing that provide the necessary safety and functionality of their job as assigned.
4. Any employee may be requested to return home to change from clothing that is inappropriate or unsuitable according to the intent of the standards established by this policy.

B. Summer and Casual Attire

1. At the direction of the department director, employees may wear cooler less restrictive clothing during the hot summer months (the period between Memorial Day and Columbus Day) or on designated casual days.
2. "Less formally" and "less restrictive" does not mean "wear anything". Employees should dress in appropriate business casual clothing, and always dress appropriately for the work they are performing.
3. Employees who wear uniforms should continue to wear their official uniform unless a summer uniform is authorized.
4. Attention should be paid by employees directly serving the public that their appearance is always professional and dignified for the work being performed.
5. A department director may choose whether or not to implement the summer business attire option for business reasons particular to their department.

C. Employees who have any questions regarding this policy should contact Human Resources.

V. APPROVAL



David Fitzhugh, Acting City Manager

May 15, 2014

Date of City Manager's Approval