



City of Waukesha HR Policy

B7 Business Attire & Appearance

Purpose

Because we, as City employees, remain in the public's eye no matter what **regardless of our** individual work assignments, **and we** are expected to maintain high professional standards. One of the most noticeable expressions of such a standard is dress and appearance. We want City employees not only to do their best, but also to look their best as they continue to uphold the high image of the City of Waukesha. **Department heads may exercise reasonable discretion regarding this policy to determine appropriateness in professional standards of employee dress and appearance.**

Summary

The following is the general business **casual** attire and dress policy adopted by the City of Waukesha. **Business casual attire is not as formal as traditional office wear, but still designed to portray a professional or business-like atmosphere. Employees will adhere to this policy.** ← We moved this sentence to a paragraph towards the end. **Some exceptions may be made in accordance with department specific policies and guidelines depending on job functions (e.g., fire, police, field personnel, IT equipment installers) or when an employee's religion dictates certain dress requirements.**

Whenever on City business or otherwise representing the City, employees are expected to present a clean ~~and~~ neat, **and unwrinkled** appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

In special circumstances, such as holiday celebrations or during special occasions, department heads may choose to allow staff members to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear disheveled clothing or "Prohibited Items of Dress" (see below for details).

Guidelines

Department heads may exercise reasonable discretion regarding this policy to determine appropriateness in professional standards of employee dress and appearance.

1. **Badges** – The City Identification Badge must be worn at all times except in those areas where alternative identification has been authorized.
2. **Prohibited Items of Dress** – Specific prohibited dress items include, but are not limited to, inappropriate foot wear (e.g., ~~tennis shoes~~, athletic shoes*, ~~clogs, sandals, sneakers~~, slippers, **flip flops****), T-shirts, **pajamas**, beachwear, ~~or~~ leisure clothing (e.g., sweat suits, shorts, hats), **low cut tops, crop tops, tank tops**, and jeans. **all colors** (See "Casual Fridays" for exceptions.) **Additionally, tight, revealing or otherwise workplace-inappropriate dress is not permitted.**
3. There are certain limited exceptions to this dress code for field personnel, for weekend or night work (after regular office hours), for those working around hazardous machinery (e.g., loose clothing should be avoided to prevent the possibility of entanglement), and for those temporarily ~~medically handicapped~~ **impaired**.

4. **Signs, Slogans, Pins or Buttons** – Employees may not display any sign, slogan, pin, button or other item which contains words or symbols offensive or insulting to any group or individual. ~~If you are considering any political activity, check with your supervisor to find out which activities are prohibited by law.~~ **The following political activities are prohibited from being performed while on duty:**
 - a. demonstrating
 - b. soliciting votes or contributions at any time in any working area of a City of Waukesha facility
 - c. circulating petitions
 - d. counting or recounting votes (unless it is part of your regular responsibilities as a City employee [e.g. staff in the clerk/treasurer’s office])
 - e. conducting or participating in opinion polls
 - f. fundraising
 - g. all other activities not considered part of the employee’s normal duties

5. **Work Clothes and Uniforms** – Work clothes and uniforms are provided for some departments. In these cases, the employee is responsible to wear them at all times on the job, and for maintaining them in a neat and clean manner. **(See department specific policies and guidelines for details.)**

6. **Personal Safety Equipment and Protective Clothing** – Personal safety equipment and protective clothing such as safety glasses, gloves, safety shoes, etc., must be worn where required by working conditions or hazards. Determination of an employee’s need for safety equipment and protective clothing is a matter of City policy and a supervisory responsibility and will be treated as such. Work safety appearance standards may be established in department rules.

7. **Casual Fridays** – Fridays ~~throughout the year~~ will be treated as casual dress **days**. This means that on Fridays, casual clothing that is appropriate for an office environment may be worn at work. **Employees may wear jeans (not low-rise, stained, ripped or frayed) with City of Waukesha logo clothing, sports team jerseys (during season), clean athletic shoes or other appropriate business casual attire.** ~~This includes clothing that allows the employee to feel comfortable at work, yet always looks neat and professional. While this means dress slacks, dockers and sport shirts or sweaters are allowed, prohibited items of dress, as listed elsewhere in this policy are not included in this attire, unless authorized by the City Administrator.~~

***The following language was removed from the “B6 City Work Rules Policy” and added here instead.**

8. **Piercings** – As the City maintains a professional, business **casual** image at all times, any type of **large** hoops, posts, etc. that may be applicable to visible body piercing are not to be worn while on City time or during the execution of City duties. This includes, but is not limited to, nose, eyebrows, cheek and tongue piercing. Earrings in the ear are not included in the above prohibition.

9. **Tattoos** – Any visible tattoos that depict **discriminatory, violent**, obscene, drug, alcohol or gang related graphics and/or wording must be covered while on City time or during the execution of City duties.

Additional Information

Employees **are expected to** ~~will~~ adhere to this policy. Any employee who has a question as to what constitutes appropriate business **casual** attire should check with their supervisor **or department head**.

Department Heads and supervisors are responsible for monitoring and enforcing this policy.

Infractions in any of these areas could result in ~~corrective~~ disciplinary action up to and including termination of employment.

**Unless approved by department head or if certification is received from a medical provider stating that employee must wear athletic shoes for health reasons.*

***Flip flops are defined as a light sandal typically of plastic or rubber with a thong between the big and second toe.*

~~*ss103.14(2), Grooming Requirement: Notification. Each employer shall, at the time of hiring, notify each employee about any hairstyle, facial hair or clothing requirement. There may also be a need for accommodation where the employee's religion dictates a certain dress or grooming.~~

Passed this ____ day of ____, 2019.

Approved this ____ day of ____, 2019.

Mayor

ATTEST:

City Clerk