

ADMINISTRATIVE POLICY 2020-44.1

SUBJECT: Office Dress Standards
(non-uniformed personnel)

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DATE EFFECTIVE: March 27, 2023

APPROVED: 
Debbie Zabell, City Manager

SECTION ONE – PURPOSE:

The City of Toppenish office dress standards policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. When you look professional you are more likely to be treated as a professional. Our appearance reflects on ourselves and the City of Toppenish. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, and colleagues. The City of Toppenish office dress standards policy applies to all non-uniformed personnel. This policy supersedes Administrative Policy 2020-44.

SECTION TWO – POLICY:

1. Employees are expected to demonstrate a demeanor and appearance that is professional, businesslike, neat, and clean as determined by the requirements of the area in which the employee works.
2. Employees are always expected to present a professional, businesslike image to the public, members of the City Council and colleagues.
3. The City has established the business-casual dress standard. Non-uniformed employees must comply with the following personal appearance standards:
 - a. Employees are expected to dress in a manner that is normally acceptable for the type of work performed, unless the day's tasks require otherwise.
 - b. All City employees shall observe proper grooming and shall report to work in neat, clean, and appropriate business attire free of holes or tears. Employees must practice personal hygiene and should recognize that co-workers and/or visitors may have sensitivity and/or allergic reactions to various fragrant products. An employee with a concern about scents or odors is to contact his/her supervisor.

- c. Appropriate footwear in good condition is also required. Styles and trends change; however, if an employee wears classic, time-honored, professional clothing, inappropriate dress can be minimized.
- d. Provocative, suggestive articles, or other inappropriate work attire as defined below are not allowed in the workplace:
 - i. Clothing that is noticeably worn, faded, tight fitting, or revealing. All T-shirts (excluding City sponsored T-shirts) or shirts displaying advertising or writing; this includes slogans and graphic designs, which may be offensive and/or otherwise violate the City's Harassment Prevention Policy and good judgement.
 - ii. Overalls, jeans of any color, sweatshirts, sweatpants, jogging suits, shorts, tube tops, tank tops, spandex pants or leggings.
 - iii. Clothing too short or with thin straps, low cut, bare backs, midriffs, transparent garments or provocative clothing.
 - iv. Casual sandals, thongs, flip flops, slippers, athletic shoes, sneakers or slippers; except as items permitted in subsection (3)(f).
- e. Men's shirts must have collars, golf shirts, sweaters, and turtlenecks are acceptable.
- f. Casual Dress Days (Casual Friday) employees are still expected to present a neat appearance and are not permitted to wear denim that is worn, faded, frayed, ripped, or bleached; or disheveled clothing, athletic wear, or similarly inappropriate clothing or accessories as described in subsection (3)(c) of this section. Employees may wear clean athletic shoes or sneakers.
- g. The City prohibits any visible tattoo that is offensive. "Offensive" tattoos include, but are not limited to, any tattoo depicting nudity, violence, sexually explicit or vulgar art or words, or that is objectionable or demeaning to the image of the City. In general, if the City's other policies (e.g., Harassment Prevention and Workplace Violence) would prohibit the speaking of the words, or display of the art, in the workplace then the tattoos may not be visibly worn at work.
- h. Employees may wear jewelry or body piercing(s) that does not detract from the overall professional appearance or is offensive.
- i. Supervisors have the sole discretion to decide whether visible tattoos, jewelry or body piercing(s) are appropriate for the job position.

SECTION 3 – VIOLATION OF POLICY:

Employees may be sent home to make appropriate changes. Failure to return work in compliance with the request will also be considered a violation of this policy. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Failure to comply with the Office Dress Standards will result in corrective action up to, and including, termination of employment.