



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Professional Appearance Standards Policy
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Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

POLICY: PROFESSIONAL APPEARANCE STANDARDS POLICY

As a City employee, you represent the City and your department when you are on duty and/or when you are in a City uniform. Dress and personal grooming communicates a professional image to our citizens, potential employees, and community visitors and helps to instill confidence in our ability to provide a high standard of quality services. Therefore, you are expected to be neat and clean and to dress for work according to generally accepted business and professional standards as dictated by your work assignment and as depicted in this policy. The City's overall goal in this policy is to ensure maximum flexibility to maintain good morale, respect individual style, and give due consideration to sound business practice.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, safety, involvement with the public, required uniforms or other circumstances as defined by the Department Director.

If this policy causes concern due to religious beliefs, medical conditions or any other legally protected class, please contact the Human Resources Department to discuss appropriate options for accommodation.

Individuals affected by this policy:

Policy Applies To:	
All City Employees	Interns
Contract Personnel	Trainees
Volunteers	

Guidelines:

The following guidelines are intended to assist you in complying with the City of El Paso's Professional Appearance Standards Policy. In determining your attire, it is important to keep your

daily schedule in mind. For example, if you are attending a City Council meeting, Board/Commission meeting or meeting with external customers or contacts, professional business attire is appropriate.

A. Professional Attire

1. Professional attire is the traditional, formal business look and is needed to present a professional appearance for meetings or special events. This includes but is not limited to City Council meetings, Board/Commission meetings, meeting with businesses, and when representing the City.
2. Examples of professional attire include business suits, slacks and sport coat, dress shirt with collar and tie, dress boots and shoes, business dresses, coat dresses and suits, pant suits, blouses/shells, skirts.
3. The hem of dresses and skirts should be no shorter than 2" above the knee.
4. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean and in good repair.

B. Business Casual Attire

1. Business casual attire is permissible on Fridays, and as authorized by the City Manager, of which prior notice will be provided. Business casual provides employees with an opportunity to dress more informally while maintaining a professional appearance. Attire must be properly fitting in size and shape, neat, clean, and in conformance with safety standards. Anything that would be worn to a gym, beach or to do yard work is not considered appropriate attire for the workplace.
2. Examples of business casual attire include slacks, capris/cropped pants, blazer/sport coat, sweaters/cardigans, knit golf shirts, polo shirts, sport shirts with collars, City logo shirts, neat jeans, City-issued logo hats if assigned to a field environment, and tennis shoes (if approved by Department Director). Bermuda shorts may be permitted in summer months as authorized by Department Director.
3. The hem for casual dresses, skirts and Bermuda shorts should be no shorter than 2" above the knee.
4. All of the aforementioned must be appropriate for the work assignment and approved by the Department Director.

C. Always Inappropriate Attire

1. Short skirts, including skirts with longer sheer/mesh overlay.
2. Flip-flops, "crocs", slippers.
3. Overalls, unless in a field environment or approved by the Department Director.
4. Form fitting stretch pants such as sweats, yoga pants, exercise tights, leggings or jeggings.
5. Clothing with inappropriate advertising (e.g., cigarettes, beer or anything which portrays a negative image).
6. Clothing not properly laundered or not in good condition (e.g., having tears, wrinkles or holes);
7. Provocative or tight clothing that exposes back, abdomen, breast or buttocks.
8. Tank tops/halter tops, backless/strapless clothing.

9. Low-cut garments, sheer or mesh garments that expose undergarments or mid-drift.

D. Body Art & Jewelry

1. Gauges (or large holes in the ears), body piercing or other ornamentation on the face (other than ears), head, and mouth are generally not appropriate for the workplace, but may be permitted at the discretion of the Department Director. Body art, including but not limited to, tattoos, branding, intentional scarring, or body mutilation, is prohibited on the face or head.
2. Offensive body ornamentation is not allowed in the workplace. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang membership, or gang activity, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age. The aforementioned body ornamentation, if present, must be fully covered while on duty and in the workplace.

E. Grooming Standards

1. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes regular bath/shower, use of deodorant, and oral hygiene. Undergarments must not be visible.
2. Hairstyles and facial hair must be neat in appearance. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style.
3. Makeup must be professional in appearance.

F. Responsibilities

1. Department Directors and supervisors are expected to enforce these guidelines and to speak to employees regarding any violation of this Professional Appearance Standards Policy. The Department Director is responsible for making a final determination as to the appropriateness of dress, if challenged.
2. Employees who report to work in inappropriate attire will be sent home to change into appropriate attire and their leave bank will be charged accordingly during their absence.
3. A violation of this policy may result in disciplinary action, up to and including termination of employment.

APPROVED BY:



TOMAS GONZALEZ, City Manager

1/2/18

DATE: