

4.6 Dress Code: (Revised: 01/01/13) (09/08/16)

(a) **General Policy Statement:** All employees must maintain a clean, neat, and appropriate appearance while on duty and dress in a manner that (i) creates public confidence in the competence of the City and its employees and (ii) is appropriate for the type of services being provided by the employee, consistent with the expectation of customers served, and in keeping with professional practices. Department Directors may implement supplemental dress code requirements for their department(s) based on operational needs and/or regulatory requirements. Supplemental dress codes must be reviewed by the HR Director.

(b) **Responsibilities:**

(1) **Directors / Managers:** It is the responsibility of directors, department managers and front-line Supervisors to ensure employee compliance with this dress code and to treat employees fairly in the enforcement of it. Human Resources will be available to assist with more formal discipline if verbal conversations with employees regarding failure to follow the dress code are not effective.

(2) **Employees:** Employees are responsible for complying with this Policy.

(c) **Dress Code: General Description**

Administrative employees may use casual dress code Monday-Friday. When outside meetings or events are occurring in which the employee is representing the city in a more business formal capacity, the employee is expected to dress in a more professional manner than casual dress as described below. Managers have the option to cancel a casual dress day if a special event or meeting warrants such a change on a given business day.

Samples of appropriate casual dress include:

Slacks, Docker-style pants, jeans, shirts (preference should be given to logo shirts when available), sweaters, athletic shoes, loafers, casual shoes. Athletic shoes should be clean and in good repair.

(d) **Exceptions:**

The City Manager may make an exception to this policy as he/she deems appropriate.

(e) **City Wide Standards:**

(1) **Hygiene:** All employees shall be aware that appropriate hygiene is required at all times. Hair should be clean and appropriately kept. Beards and mustaches should be kept clean and neatly trimmed.

(2) **Jewelry and body art:** Visible tattoos may be required to be covered. No tongue rings, brow rings, facial piercings, ear gauges, or visible belly-button rings are permitted.

Persons who have facial piercings or ear gauges upon hire, will be required to plug or cover these items during work hours. Department management will work with the employee to approve the appropriate cover for such items. Religious accommodations may be made for some form of body jewelry or piercing, but will be discussed with department management and Human Resources should a religious accommodation be requested by the employee.

- (3) City Uniforms/Logo Apparel Off-duty: Clothing with city logos or other uniforms or clothing items that identify a person as a city employee will not be worn to bars, night clubs, adult entertainment establishments, while consuming alcohol in public, or at any off-duty location in which a person of reasonable sensibilities would view as inappropriate for a city employee.
- (4) Boots/Shoes: Foot protection may be regulated as needed and uniform or steel-toe boots may be required to prevent employee injury. Employees who are approved by the Director to purchase city provided boots, may be allowed an allowance equivalent to an entry level model of steel-toe boot by Redwing or equivalent. If additional City funds are spent on boots, Director approval is required and should be documented for the Finance Department.
- (5) Directors who have field personnel that have job duties in which wearing of dress clothes is not functional due to outdoor job duties or duties related to moving heavy equipment may designate positions in which denim is allowed during the week

(f) Prohibited and Restricted Clothing:

Prohibited Items (at all times): No employee may wear sweats, wind-suits, athletic wear (excluding tennis shoes), flip-flops, beach/water shoes, skorts, skirts more than two (2) inches above the knee, overalls/coveralls, leggings/stirrup pants, tank tops, tube/halter tops, midriff tops (or any clothing which exposes the abdomen), “baggy” or “sagging” pants, clothing with holes or tears, clothing which advertises any product or displays writing or logo(s) of any kind other than the official logo/name of the City of Burleson or one of its Departments (note: discreetly placed name/logo of the clothing manufacturer are accepted)

Restricted Items:

- (1) Sleeveless shirts/blouses/tops, sundresses, and spaghetti straps of any variety may be worn only if covered by a jacket, sweater, or top-shirt.
- (2) Shorts, T-shirts and Jeans (Denim): Departmental Directors may permit these items to be worn when the Director determines wearing of such clothing is in keeping with the General Policy Statement above.

(g) Fire and Police Sworn Personnel: Sworn Fire and Police Personnel shall comply with the code established by their respective Chiefs.

4.7 Uniform Policy. (revised 03/09/15)

- (a) City employees are required to have approval from their respective Directors in advance of spending City funds for any clothing, boots, or uniforms.
- (b) This policy does not address specifics regarding Personal Protective Equipment (PPE). Employees should refer to the Safety Policy and their department management for directives regarding safety gear.
- (c) All shirts purchased with City funds will have the City of Burleson name and/or logo printed on them.
- (d) No undergarments (i.e. thermal underwear) will be purchased by City funds.
- (e) Jackets and/or rain gear purchased will include the City logo.
- (f) All employees are required to complete the appropriate uniform/clothing forms. The city grosses up the cost of uniforms/clothes and reports this to the IRS as a taxable benefit in accordance with the law. When the cost of the uniform is deducted from the grossed-up pay, the City has effectively paid a large portion of the tax on behalf of the employee. This amount can vary with each employee's individual tax situation.
- (g) Employees working in position for which uniforms are required are expected to assure all uniforms are clean and in good repair.
- (h) The Department Directors will determine which Supervisory positions, if any, in the department are required to wear uniforms.
- (i) Departmental logos on clothing may be approved in lieu of the logo, pending approval by the Deputy City Manager or City Manager. Directors will work to communicate to the City Manager's office regarding alternative department specific logos that would be used in lieu of the official City logo.
- (j) Employees are prohibited from wearing City logo clothing in social situations unrelated to City business (i.e. clubs, parties, fund-raising events for political or religious affiliations). Clothing with City logos may be worn to economic development activities. Shirts worn by Hidden Creek Golf personnel that are sold from the pro-shop and do not indicate a person is a City employee do not apply to this restriction.
- (k) Upon separation from the City, employees may be required to return any shirts, jackets, or hats purchased with City funds.

- (l)** Civilian clothing purchases may be approved for the purchase of under-cover police officers and the Chief of Police discretion, within the Police Department operating procedures.
- (m)** The Finance Department maintains the written schedule of reimbursement for uniforms. Employees should refer to Finance for the appropriate reimbursement amounts.