

City of Amarillo
Personnel Policies and Procedures

Policy Title: Dress Standards

Policy Number: 1300

Effective Date: May 1, 2022

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

In order to enhance and maintain a good image to the general public, City employees must maintain a high standard of personal cleanliness and grooming and shall present a neat businesslike appearance all time during working hours. Presenting a professional image creates a favorable public impression for the City, promotes respect among coworkers and encourages higher work standards.

II. Scope

This policy provides minimum dress code standards for all employees of the City of Amarillo. Department specific dress codes may be implemented to supplement this policy to comply with industry standard(s) or department specific needs. Dress standards established by this policy also apply to employees working remotely.

III. Definitions

City Uniform – clothing and other apparel either issued by an employee’s department or apparel approved by an employee’s supervisor to wear while performing work for the City.

IV. Procedures

- IV.1 Department Directors, division managers and supervisors shall be responsible for ensuring that employees are in compliance with this policy at all times and may grant exceptions, with the City Manager’s approval, under special circumstances (e.g. religious beliefs, national origins, special designated events).
- IV.2 Uniforms will be provided to employees who are required to wear such in the performance of their job duties.
- IV.3 Employees should dress in a manner that is appropriate for the job, regardless of work location and degree of public contact, to maintain an acceptable general appearance at all times.
- IV.4 Employees should maintain good personal hygiene including wearing clothing that is clean and wrinkle-free/pressed. Clothing should be free of rips or tears.
- IV.5 Safety equipment such as goggles, hard hats, gloves, safety belts, etc. which are necessary to operate equipment safely and perform the job in a safe manner shall be worn in accordance with policy.
- IV.6 Employees reporting to work in unacceptable attire may be subject to disciplinary action up to and including termination. For initial violations, employees will be sent home to

change.

- a. Employees sent home to change will be placed on leave without pay to change clothing and return to work. An employee that fails to report back to work will be on leave without pay until the employee returns to work.
- b. Subsequent offenses will be cause for further disciplinary action up to and including termination.

V. Work Attire and City Uniforms

V.1 Due to the variety of jobs within the City, two dress standards are necessary: field operations and administrative operations. Employees who are in doubt as to which standard applies should contact their supervisor. Supervisors are responsible for the enforcement of this policy.

V.2 Acceptable attire includes, but is not limited to:

- a. Dress shoes or dress boots.
 - 1) Each Department will determine footwear requirements based on the safety needs of the job.
- b. Dress or causal pants (e.g. khaki pants, dress slacks)
- c. Shirts and pants must fit properly appropriately.
- d. Blazers, sports coats, sweaters, cardigans, knit golf shirts, polo-style shirts, City logo shirts, sport shirts with collars.
- e. Uniforms provided by the City must fit properly.
- f. Skirts and dresses (including slits and split skirts) must not be more than two (2) inches above the middle of the knee (hemline should not rise more than two (2) inches above the middle of the knee).
- g. Slacks, skirts, dresses, pant suits, suits, capris, blouses, or jackets shall fit appropriately and may be form fitting but may not be fitted in a manner that may be considered inappropriate for a business environment.
- h. Employees assigned to regularly work outdoors may wear a hat, but no hat will be worn with any promotion, logo, or advertisement other than approved City logos.
 - 1) If requested, one City hat a year will be provided by the Department to each uniformed employee who works outdoors. If the hat is damaged, a Department Head may replace it at no cost to the employee. Additional replacement hats may be purchased by the employee at cost.

V.3 Unacceptable attire includes, but is not limited to:

- a. Sweat suits, jogging suits, warm-up outfits, athletic clothing or other attire that is designed for exercise and/or casual lounging.
- b. T-shirts, any shirts with obscenities or suggestive slogans or words; tube tops, midriffs, halter or tank tops; sleeveless tops that expose undergarments, unless top is appropriately covered by a blouse, sweater or jacket; clothes of thin material or see-through blouses or dresses without appropriate undergarments; low cut or tight-fitted blouses, sweaters or dresses.
 - 1) T-shirts may only be worn when they are approved City of Amarillo t-shirts as deemed appropriate by the Department Director, with City Manager approval.
- c. Clothing and/or other items that display slogans, graphics and/or symbols that are not directly City related and have not been approved by the Department Director.
- d. Shorts or cut-offs pants.
 - 1) Shorts are only permissible if approved by the Department Director as a part of the authorized uniform.

- e. Bare-backed tops/dresses or spaghetti-strap dresses or blouses unless covered with a jacket.
- f. Slippers, flip flops, sneakers/tennis/gym shoes, bare feet.

V.4 Dress for the Day

“Dress for the Day” is intended to be relaxed when a workday does not involve meetings with clients, executives, or similar business interactions and is intended to supplement this policy. The expectation is that employees will wear clothing appropriate for the nature of business and work being performed. Dress for the day may only be exercised with approval of the Department Director, with prior approval from the City Manager.

a. Dress for the Day clothing and appearance (including hair and fragrance) must:

- 1) Be well groomed
- 2) Be neat, clean and professional
- 3) Not expose an excessive amount of skin
- 4) Not create a safety hazard
- 5) Not distract or interfere with the ability of others to work
- 6) Be consistent with the working environment
- 7) Not be offensive or obscene and may not display any inappropriate logos, symbols or language.

VI. Exceptions

VI.1 Any exceptions to dress code policy require prior approval of the Department Director.

a. In times of snow or ice, when a specific short-term job dictates and/or when medical conditions exist, exceptions may be authorized.

VI.2 The City Manager reserves the right to void, modify, override, and/or supplement this policy at any time for any reason.

VI.3 Employees who are inappropriately dressed will be asked to leave the workplace until dressed in accordance with this policy. Any employee asked to leave will not be paid for the time off the job for changing. Employees violating the dress policy may be subject to disciplinary action up to and including termination.