

CITY OF ROCHESTER ORGANIZATIONAL POLICY

DRESS STANDARDS AND CITY-FUNDED CLOTHING

Purpose

The City of Rochester promotes professionalism in employee appearance while maintaining consistent standards of appropriate dress and parameters for City-funded clothing purchases.

Dress Standards

Employees are expected to use good judgment in selecting appropriate work attire. While the intent of this policy is not to prescribe specific dress requirements for employees, it is important to identify attire that is not acceptable for work. Examples of inappropriate dress include, but are not limited to:

1. Clothing that contains inappropriate, profane, and/or offensive logos or sayings
2. Clothing that is too revealing and/or exposes an employee's midsection, bottom, or cleavage.
3. Clothing that presents a safety hazard in the employee's position
4. Generally, jeans, shorts, and tennis shoes are not acceptable work attire in an office setting. Jeans without rips, tears, or holes and tennis shoes may be worn on casual Fridays or other special dress days/events, as communicated by the City. Employees who perform field work in combination with office work should dress appropriately for the work being performed each day.

Unless otherwise provided within department procedure or under collective bargaining agreement, employees working in an office environment should maintain a *Business Casual* standard of dress.

City-Funded Clothing

In compliance with state requirements for valid public expenditures, City-funded clothing will be issued only when provided under a collective bargaining agreement, safety program, or described within this policy.

In certain cases where clothing is not otherwise provided for through agreement or program, but there is a benefit to the City for having employees display a City logo and/or promote a City-sponsored event, the City may allow for the following:

Marketing

Departments may choose to purchase and issue clothing to employees for the purpose of marketing or working at a City-sponsored event or program. For the purpose of this policy, marketing is limited to events, programs, or initiatives that have a specific duration. Clothing provided for the purpose of marketing or working at a City-sponsored event or program would generally include a t-shirt or polo shirt. Employees may keep City-provided clothing that has a limited purpose and is not reusable.

Display City Logo

- a. If employees are required to enter private or commercial properties as a regular part of their job duties, clothing displaying a City logo will be provided to employees for identification purposes.
- b. In cases that do not meet the first criteria, departments may also choose to pay for the application of a City logo to employee-purchased clothing. The logo applied to clothing articles must be those that

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have been officially approved by the Department Head and the City Communication Department Head.

Employees are required to exercise good judgment and professionalism when wearing clothing that displays a City or department logo, whether City-funded or employee-purchased, outside of normal work hours.

City employees may not accept "samples" of clothing, safety equipment, boots, shoes, or other articles. Any such items offered or provided must either be declined, returned to the vendor, or paid for at full price.

Policy Created February 4, 2019

New policy approved by City Administrator:



Steve Rymer

May 31, 2019 _____