

## *Organizational Policy*

### DRESS STANDARDS & CITY FUNDED CLOTHING

#### **Purpose**

The City of Rochester embraces individuality and recognizes that different workdays call for different attire. This policy allows employees the flexibility to dress according to their daily responsibilities, professional interactions, and personal preferences, while still maintaining a professional appearance and meeting safety requirements.

This policy also establishes parameters and expectations for City-funded clothing purchases.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

#### **Dress Standards**

Employees are encouraged to dress for their day and should consider the nature of their work; scheduled meetings; and internal or external meetings when choosing their attire for the day. Dressing for the day allows employees to dress with their own personal style while meeting the expectations of your day.

For example, on days scheduled to present to City Council or external organizations, business casual or formal attire would be appropriate. On days when only internal meetings are scheduled, more casual attire is acceptable. Employees attending off-site events or representing the City in external settings should dress appropriately for the occasion, considering the audience and purpose of the event.

Regardless of the style of attire, all clothing should fit appropriately and not be excessively tight or revealing. All clothing should be free of any offensive, inappropriate, or profane language, symbols, or pictures. Additionally, all clothing shall meet the safety requirements for the work the employee performs.

#### **City-Funded Clothing**

In compliance with state requirements for valid public expenditures, City-funded clothing is considered City property and 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. Departments may provide City-branded clothing to employees for identification and/or security purposes.
- b. Employees who are required to enter private or commercial properties as a regular part of their job duties, may be provided clothing displaying a City logo for identification purposes.
- c. In cases that do not meet the first two 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 clothing that has been officially approved by the Department Head and City Administration.

Clothing provided for in “a” and “b” above is considered City-property and the City reserves the right to request the return of any City-funded clothing and/or items.

#### *City Apparel Program*

The City will pay for the cost to brand (in most cases screen print or embroider) up to 2 pieces of clothing per year for employees eligible for accrued leave time\*, pending continued budget approval. Clothing must be purchased through an approved vendor. If you have specific clothing needs that are not met through the approved vendor, you may contact your Human Resources Business Partner to discuss alternative options.

Employees may purchase additional branded items at full cost.

### **Guidelines**

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

Items should only be purchased for and worn by employees. Employees are encouraged to donate or exchange City branded clothing with other City teammates if no longer needed.

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.

\*Excludes employees only eligible for accrues time under Minnesota’s Earned Sick and Safe Time (ESST)

Policy revisions approved by City Administrator:



Alison Zelms

03/20/2024

Date

*Policy History*

Current Revision: 03/2024

Previous Revision(s): 02/2019, 05/2019

*Associated Form(s)*

- List form names.
- Use a bulleted list for multiple forms. If one form, type directly underneath the title (no bullets) or put N/A if there are no associated forms.

*The forms associated with this policy can be found on RW - Human Resources – Forms*

*Legal/Statutory Authority*

- List any state/federal law that governs policy provisions (i.e. MN Statute 181)
- Use a bulleted list if multiple policies. If one authority, type directly underneath the title (no bullets) or put N/A if there is no authority to cite.