

2 - EMPLOYMENT

2.19 Dress Code

Effective Date: July 1, 2012

Supersedes: New

Policy: **2.19 Dress Code**

Purpose: The City of Marshalltown considers it very important for employees to be dressed professionally and safely in the workplace. While we trust each employee's judgment, a dress code policy provides guidance for all employees in their work environment.

Effective for: All City of Marshalltown Administration, Finance, Housing, Human Resources, Library, Parks & Recreation, and Public Works Employees

Procedure: To maintain a professional image, it requires the cooperation and good judgment of every employee, supervisor, manager, and department director.

Department Directors retain the right to be the final authority on any questionable dress code item. Department Directors and Division Managers are responsible for enforcing the guidelines in their department and will have the authority to make judgment calls for inappropriate dress. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and violations of this policy may be cause for disciplinary action up to and including termination of employment.

I. Field Workers (includes: Maintenance Workers, Mechanics, Operators, Electricians, and Supervisors of Field Workers)

A. Clothing standards:

1. Employees who are provided with a uniform shall adhere to their uniform standards as determined by the supervisor or uniform committee.
2. Clothing should not be excessively torn, worn, frayed, or visibly patched. Pants and jeans should fit properly (i.e. not be so loose or baggy that undergarments or skin are visible when moving around or bending. For uniform items provided by the City, excessively worn or damaged articles of clothing will be replaced as needed.
3. Clothing items must not display any image or text that is inappropriate or distracts from the professional image of the City. These items include: sexually provocative, political statements, profanity, nude or semi-nude pictures, beer, tobacco, slogans, cartoons, or drawings.
4. **Prohibited Attire** – The following clothing is not acceptable: hats worn in the City Hall complex unless employee is performing maintenance in the complex, pajama bottoms, spandex, excessively large brand logos, sports team logos (excluding sports team hats), jerseys, t-shirts (unless part of uniform standards), tank tops, shirts with sleeves cut off, and the observable lack of undergarments and exposed undergarments.

5. **Shorts** - Shorts are generally not allowed unless authorized by the Division Manager or Department Director for special work assignments or other special circumstances.
- B. Hair** - Hair should remain well groomed, safe, and professional. As a general rule, Men's hair should always be away from the eyes, should not extend beyond the lower lobe of the ear on the sides, or extend past the bottom of the shirt collar in the back. Women's hair should be away from the eyes, and should be pulled back when working in the field. Hair dyed in an unnatural color such as pink or blue is also prohibited.
- C. Facial Hair** - Facial hair for men is allowed and should be neatly trimmed. Beards and goatees shall not be longer than 2 inches in length.
- D. Tattoos** - In general, tattoos and branding should not be visible. Tattoos should not be above the collar bone. Visible tattoos should not be sexually provocative and should be free from profanity. If the Department Director determines that a tattoo is inappropriate and can not be covered in a manner which is acceptable, the individual will not be eligible for employment with the City of Marshalltown.
- E. Jewelry & Piercings** - Body piercings (other than earrings) should not be visible and are not allowed. This includes eyebrows, lips, noses, or any other visible locations. For safety reasons, hoops or other earrings that could cause a safety concern should not be worn. Jewelry should be in good taste (free of inappropriate, suggestive, or controversial material).
- F. Footwear** - Footwear should be safe and appropriate for the duties and responsibilities of the employee. When snow or ice is present, all employees working outdoors must wear boots with tread or yak track style shoe coverings. Tennis shoes may only be permitted for field workers when deemed work-appropriate by the Department Director.

II. Office Staff (includes: Inspectors, Engineers, and Recreation Staff)

A. Clothing standards:

1. Clothing should not be torn, excessively worn, frayed, or visibly patched. Pants and jeans (when allowed) should fit properly (i.e. not be too tight or so loose or baggy that undergarments or skin are visible when moving around or bending).
2. Clothing items worn in the office or out of the office must not display any image or text that is inappropriate or distracts from the professional image of the City. These items include: sexually provocative, political statements, profanity, nude or semi-nude pictures, beer, tobacco, slogans, cartoons, or drawings.
3. Employees should not wear suggestive attire such as halter tops, crop tops, strapless, sundresses, spaghetti straps, or party dresses, mini skirts, and the like.

- B. Women** - Appropriate clothing may include: Any collared shirt with a City of Marshalltown logo, dress shirts, blouses, knit tops, polo shirts, sweaters, sleeveless tops so long as the shoulder seam or strap is at least 3 inches in width, dress pants, dresses/skirts 1 inch above the knee or longer, split skirts that look like skirts, and dress Capri's. For recreation and library staff, program t-shirts are also permitted. Certain work assignments may dictate more professional attire when representing the City at meetings with boards, commissions, businesses, and other agencies.

Prohibited Attire - The following clothing is not acceptable: hats worn in the City Hall complex unless employee is performing maintenance in the complex, shorts, pajama bottoms, spandex, skirts shorter than 1 inch above the knee, excessively large brand logos, sports team logos (excluding sports team hats), jerseys, t-shirts, tank tops, sleeveless shirts with a shoulder seam or strap less than 3 inches in width, unless worn under a sweater or other appropriate top, sweatshirts, hooded sweatshirts, and the observable lack of undergarments and exposed undergarments.

- C. **Men** – Appropriate clothing may include: Any collared shirt with a City of Marshalltown logo, collared dress shirts, ties, polo shirts, suits, sport coats, turtle necks, vests, sweaters, dress pants, or corduroys. For recreation and library staff, program t-shirts are also permitted. Certain work assignments may suggest more professional attire when representing the City at meetings with boards, commissions, businesses, and other agencies.

Prohibited Attire - The following clothing is not acceptable: hats worn in the City Hall complex unless employee is performing maintenance in the complex, shorts, pajama bottoms, spandex, excessively large brand logos, sports team logos (excluding sports team hats), jerseys, t-shirts, tank tops, sleeveless shirts, sweatshirts, hooded sweatshirts, and the observable lack of undergarments and exposed undergarments.

- D. **Shorts** - Parks & Recreation staff may be allowed to wear shorts from June 1 – August 31, or as deemed appropriate by the Department Director for special work assignments or other special circumstances.
- E. **Jeans** - Inspectors, Engineers, and WPCP office staff may wear jeans during all work hours.
- F. **Hair** - Hair should remain well groomed, safe, and professional. As a general rule, Men's hair should always be away from the eyes, should not extend beyond the lower lobe of the ear on the sides, or extend past the bottom of the shirt collar in the back. Women's hair should be away from the eyes, and should be pulled back when working in the field. Hair dyed in an unnatural color such as pink or blue is also prohibited.
- G. **Facial Hair** - Facial hair for men is allowed and should be neatly trimmed. Beards and goatees shall not be longer than 2 inches in length.
- H. **Tattoos** - In general, tattoos and branding should not be visible. Tattoos should not be above the collar bone. Visible tattoos should not be sexually provocative and should be free from profanity. If the Department Director determines that a tattoo is inappropriate and can not be covered in a manner which is acceptable, the individual will not be eligible for employment with the City of Marshalltown.
- I. **Jewelry & Piercings** - Body piercings (other than earrings) should not be visible and are not allowed. This includes eyebrows, lips, noses, tongues or any other visible locations. For safety reasons, hoops or other earring that could cause a safety concern should not be worn. Jewelry should be in good taste (free of inappropriate, suggestive, or controversial material).
- J. **Footwear** - Footwear should be professional, safe, and appropriate for the duties and responsibilities of the employee. Appropriate footwear for office staff may include: dress shoes, boots, and professional dress sandals. Employees shall not be permitted to wear flip flops or crocks. Field workers must wear shoes with a closed toe and closed heel or heel strap. When snow or ice is present, all employees working outdoors must wear boots with tread or yak track style shoe coverings. Tennis shoes may only be permitted for employees working outdoors or when deemed work-appropriate by the Department Director.

- K. Personal Hygiene** - All employees are expected to maintain a basic and proper level of hygiene. Examples of proper hygiene include: showering or bathing, using deodorant, and brushing teeth. Excessive perfume or cologne should be avoided in consideration of other employees and the public.
- L. Jeans Day** – Employees may be allowed to wear jeans on Fridays or when working outside of normal office or work hours. Jeans shall not be torn, excessively worn, frayed, or visibly patched. All other dress code shall remain the same on Fridays.
- M. Nametags** - Those employees who are issued a nametag must display this nametag at all times during the workday, including when employees are out of the office representing the City for work related duties. Employees shall receive one nametag paid for by the employer, with additional nametags paid by the employee.