



## POLICY AND PROCEDURE

SUBJECT:

DRESS CODE POLICY

DATE: FEBRUARY 5, 2018

NUMBER: HR 18 - 03

### 1.0 POLICY STATEMENT

The personal appearance of City of Riviera Beach employees is representative of the City's public image and professional standards.

### 2.0 PURPOSE OF THE POLICY

To establish a Dress Code Policy that will promote professionalism and provide a standard of attire throughout the City of Riviera Beach during the employee's normal business hours.

### 3.0 DEFINITIONS


Dress Code is a set of rules, usually written and posted, specifying the required customary style for dress of a specified group as listed below:

**Office Employees:** Any City of Riviera Beach employee who regularly spends 50% or more of their scheduled work time in City offices or buildings.

**Field and Public Safety Employees:** Any City of Riviera Beach employee who consistently spends 50% or more of their scheduled work time outside of City offices or buildings.

### 4.0 AUTHORITY

If an item of clothing or attire is deemed to be inappropriate for the office, public safety or maintenance staff, by the employee's supervisor/department director or City Manager, then the employee may be sent home to change clothes. The employee must return to the job immediately. [In all cases, the City of Riviera Beach reserves the right to determine the appropriateness of an employee's attire.] Failure to follow the City and Departmental Dress Code Policy up to including repeated violations may result in disciplinary action.

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**5.0 APPLICABILITY**

This Policy applies to all City of Riviera Beach employees including appointed employees, general employees, public safety personnel, part-time, temporary, interns and volunteers. The personal appearance of the City of Riviera Beach's employees is an important factor in the overall impression that the City has on citizens, customers, visitors, and the community and staff members.

- A. All employees are required to be aware and conscientious of their personal hygiene, neatness and appropriateness of attire and cleanliness of apparel during work hours.
- B. All employees must ensure their personal hygiene habits result in a clean, non-offensive appearance and presence, and that their use or non-use of hygiene or scented products is not unpleasant, distracting, or presents a health risk for others they encounter.
- C. Good judgment on the part of the individual employee, with periodic assistance from peers and supervisors, should in most instances, be sufficient to define appropriate dress. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.
- D. Individual departments shall establish standards of dress based on safety factors, environmental conditions of the work area, the type of work, and contact with the public.

**6.0 PROCEDURE**

**OFFICE ATTIRE**

Examples of prohibited attire which are **INAPPROPRIATE** for office personnel are listed below:

- 1. Jeans are not allowed unless dress down Fridays or special circumstances warrant it. However, if jeans are to be worn, they must be clean without holes and neatly pressed. Denims, leggings, stirrups and slacks that are tightly fitted are prohibited. Shorts and/or short sets are inappropriate.
- 2. T-shirts, sweatshirts, sweatpants, wind suits, tube, midriff or halter blouses, sweaters or backless blouses that are sheer and those that have thin straps, strapless or have plunging necklines are inappropriate; see through clothing, low cut garments, shirts with



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inappropriate slogans, tank tops, muscle shirts, crop tops, pajama pants and the absence of undergarments are inappropriate.

3. Dresses, skirts or skorts, more than an inch above the knees are prohibited.
4. Accessories and/or jewelry should not be functionally restrictive, dangerous to job performance or excessive. Jewelry such as eyebrow rings, nose rings, lip rings and tongue studs, and other body piercing and body art which are visible through or under clothing must not be exposed during working hours.
5. Athletic or canvas shoes, and Flip-flops are unacceptable.
6. Men should be clean shaven or wear neatly trimmed beards and/or mustaches. Unkempt personal appearance is unacceptable. Sworn Police Officers and Uniform Fire Personnel are to refer to their policies and procedures.
7. Wearing shirts outside of pants is unacceptable, other than banded or guayabera styles, unless the shirt is designed to be worn on the outside.
8. Dirty and unkempt fingernails are unacceptable.
9. No novelty buttons may be worn except for professional city insignia buttons i.e. in honor of Breast Cancer, support our troops and any other City sponsored events/celebrations and City of Riviera Beach identification badges.
10. Hair rollers, hats, caps, head scarves, skull caps are prohibited in the office. Du-rags and/or wave caps are prohibited by field personnel unless fully covered by caps.
11. Sheer clothing (see through) and short shirts (that revealing the employee's stomach area) are not allowed. Bras, short bras, tank tops, etc must be fully covered.

### APPEARANCE AT MEETINGS

All personnel attending City Council Meetings and other business meetings, while representing the City, are required to wear business attire e.g. wearing sport jackets, shirt and tie, dress or business suit, etc. Dressing unprofessionally and inappropriate is unacceptable. Employees participating in dress-down events or casual days, must have appropriate attire for such meetings on-hand for potential business meetings.



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**DRESS-DOWN FRIDAY**

Employees who work in departmental offices may dress down on Fridays and may wear polo style and pull over shirts but should not display offensive statements or graphic art. Capris, denims and jeans without holes, sneakers, or sandals may also be worn. Shorts, jogging or sweatpants, wind suits and leggings are prohibited.

**PUBLIC SAFETY AND MAINTENANCE STAFF**

Departmental uniforms provided for employees in the Communications and Code Enforcement Divisions of the Police Department, sworn police officers, uniform fire personnel and field crews in Utility District, Parks, Marina and Public Works Departments should be clean without holes and pressed. Crews that work in the outside environment in Utility District, Parks, Public Works and Marina Departments should wear departmental issued athletic hats, with the visor worn in the front and should not be tattered. Also jewelry such as eyebrow rings, nose rings, lip rings and tongue studs, and other body piercing and body art which is visible through or under clothing, must not be worn during working hours.

**Departmental Sponsor:**


HUMAN RESOURCES DEPT.

**Policy Review Date:**

**References:**

**Departments Affected:**

ALL DEPARTMENT HEADS AND EMPLOYEES

  
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Karen Hoskins  
City Manager

2/28/2018  
Date