	<b>POLICY AND PROCEDURE</b>
	<b>SUBJECT:</b>  <b>PERSONAL APPEARANCE AND GROOMING POLICY</b>

DATE: APRIL 22, 2024

POLICY NUMBER: HR-24-002

**1.0 POLICY STATEMENT**

The City of Riviera Beach, the Riviera Beach Community Redevelopment Agency (CRA), and the Utility Special District (USD) strive to maintain an atmosphere that projects an image of efficiency and professionalism to our residents, visitors, clients, vendors, and the general public. Acceptable personal appearance, like proper maintenance of work areas and compliance with safety rules, is an ongoing requirement of employment with the City. Therefore, the City relies on its employees to exercise good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. To that end, the City requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed by the employee.

**2.0 PURPOSE OF THE POLICY**

To provide City employees with reasonable guidelines related to maintaining a professional, acceptable appearance in the workplace.

**3.0 DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

Non-exempt employee – An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek.

Non-Office Personnel – An individual who spends more than 50% of their scheduled work time outside of City offices or buildings.


Office Personnel – An individual who works more than 50% of their scheduled work time inside of City offices or buildings.

**4.0 AUTHORITY**

**5.0 APPLICABILITY**

**6.0 PROCEDURE**

All City employees must wear their identification badge at all times while at work. Any employee who is not dressed in proper attire consistent with this policy will be considered unsuitable to work and may be asked to clock out, go home, and return to work appropriately dressed. **In such case, non-exempt employees will not be compensated for any work time missed to go home and return to work appropriately dressed.** Employees who fail to return appropriately dress will be deemed insubordinate and subject to discipline, up to and including, termination. In cases where employees and the immediate supervisor, manager, or department director disagree on the appropriateness of employees’ attire, Human Resources must be contacted to resolve the dispute.

	<b>POLICY AND PROCEDURE</b>
	<b>SUBJECT:</b>  <b>PERSONAL APPEARANCE AND GROOMING POLICY</b>

**6.1 Office Personnel**

The City maintains a business casual environment<sup>1</sup>, but some clothing and grooming guidelines should be observed. Below are general guidelines outlining examples of acceptable and unacceptable workplace attire. Office personnel with questions about appropriate workplace attire should contact their immediate supervisor.

Since it is impossible to list every type of clothing, the table provided below is only intended as guidance and should not be considered a complete list.

<b>ACCEPTABLE ATTIRE</b>	<b>UNACCEPTABLE ATTIRE</b>
Business suits	Jeans (except on casual days provided by the City)
Sport coats or blazers	Shorts
Pants, slacks, khakis	T-shirts
Sleeved sweaters	Track suits, sweat suits, or exercise wear
Sleeved blouses	Sweatshirts
Collared polo or golf shirts	Sleeveless tops, including “spaghetti” strap tops
City issued shirts and pants	Midriff-baring tops
Knee-length dresses	Baseball caps/hats/knit caps
Knee-length skirts	Flip flops
Dress shoes, sneakers, sandals, loafers, heels	

Clothing and accessories shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, writing or images.

**6.2 Non-Office Personnel**


Non-office personnel are required to wear uniforms bearing the City’s logo. Such uniforms will be provided by the City. Non-office personnel are expected to report to work in uniforms that are clean and neat.

Upon issue, City-issued uniforms and footwear become the responsibility of the employee for maintenance and care. Employees who need their uniform or footwear replaced before the next issuance of uniforms and/or footwear, should speak with their immediate supervisor about replacement. While normal wear and tear is expected, excessive damage or loss of City uniforms may result in disciplinary action. The uniforms are considered City property and are to be returned in the event of separation of employment or anytime on demand. If all issued uniforms are not returned, the City may deduct the cost of the uniforms, to the extent permissible by law, from the employee’s final paycheck.

**7.0 REASONABLE ACCOMMODATIONS**

Any employee that requires a reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, state, or local laws should contact their immediate supervisor to request a reasonable accommodation.

<sup>1</sup> A business casual environment does not require employees to wear a suit. Employees should wear slacks, khakis, skirts, blouses, polo shirts, or shirts with collar. Jeans and shorts are unacceptable unless permitted on a casual work day approved by the City Manager.

	<b>POLICY AND PROCEDURE</b>
	<b>SUBJECT:</b>  <b>PERSONAL APPEARANCE AND GROOMING POLICY</b>

The City will reasonably accommodate an employee’s request unless the accommodation creates an undue hardship. The City prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting a reasonable accommodation for grounds protected by federal, state, or local law.

**8.0 EMPLOYEES COVERED UNDER A COLLECTIVE BARGAINING AGREEMENT**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the City. Union employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with the City, employees should refer to the specific terms of the collective bargaining agreement, which shall control.

**9.0 DISCIPLINE**

Employees who disregard or refuse to comply with this policy and its standards will be subject to discipline, up to and including, termination of employment. Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to the employee's immediate supervisor.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

**10.0 MODIFICATION**

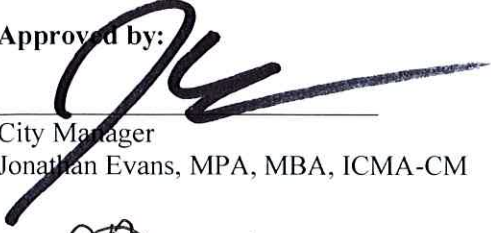
The City expressly reserves the right to change, modify, or delete the provisions of this Policy without notice.

**Departmental Sponsor:** HR

**Policy Review Date:** April 22, 2027

**References:** This policy revised and supersedes HR 08-01 (Dress Code Policy).

**Departments Affected:** This policy applies to all employees of the City of Riviera Beach, City of Riviera Beach Utility Special District, and Riviera Beach Community Redevelopment Agency (“CRA”) (*collectively*, employees).


**Approved by:**  


City Manager  
Jonathan Evans, MPA, MBA, ICMA-CM

5-31-2024  
Date

  
 Director of Human Resources  
Jacqueline Bartley

5/20/24  
Date

	<b>POLICY AND PROCEDURE</b>
	<b>SUBJECT:</b>  <b>PERSONAL APPEARANCE AND GROOMING POLICY</b>

**Acknowledgment of Receipt Personal Appearance and Grooming Policy**

I, \_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_ (date), I received a copy of the City’s **Personal Appearance and Grooming Policy**. I further acknowledge that I read it, understood it, and agree to comply with it. I understand that the City has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes to this policy can only be made if approved in writing by the City Manager. I also understand that any delay or failure by the City to enforce any work policy or rule will not constitute a waiver of the City’s right to do so in the future.

I understand that neither this policy nor any other communication by an immediate supervisor, department manager, department head, or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by the City Manager or designee, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by the City Manager or designee and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

\_\_\_\_\_  
Printed, Employee

\_\_\_\_\_  
Signature, Employee

\_\_\_\_\_  
Date