

Professional Appearance Standards Policy Presentation

Revised May 20, 2010

Professional Appearance Standards

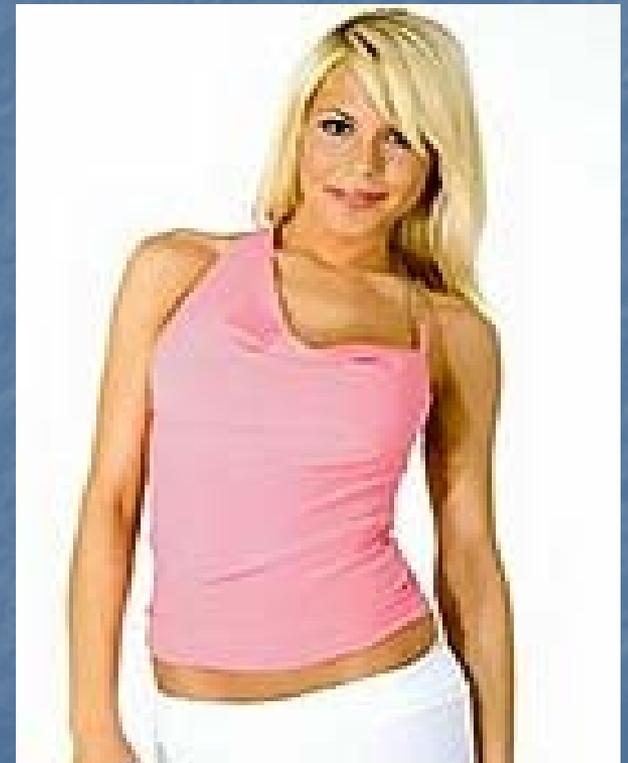
- The City's primary function is providing services to the public through daily interaction.
- We set the example.
- Therefore, not only should we be professional, we should dress professionally.

Professional Appearance Standards

- Unfortunately, complaints continue to be received about City employees violating the Professional Appearance Standards Policy.
- The following slides contain photos of clothing and items that are prohibited.

Prohibited Clothing

- Clothing that allows the midriff or posterior to be exposed
 - Shirts/blouses must be long enough to stay buttoned or tucked in.



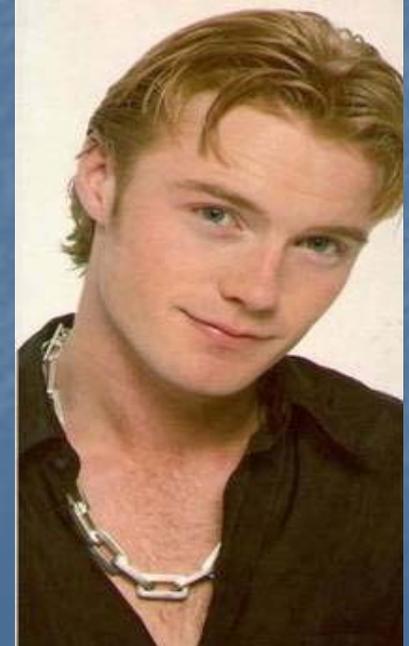
Prohibited Clothing

- Scooped, low cut, spaghetti strapped, tank top, or see through clothing



Prohibited Clothing

- Unbuttoned shirts
 - Employees who regularly wear neckwear can abstain from doing so on Fridays. From May to September, employees may abstain from any neckwear, but must still maintain appropriate professional attire.



Prohibited Clothing

- Polo shirts are prohibited unless they are of a uniform color, have a City Logo or absent any logo, and worn tucked in, not wrinkled, and pants are belted.
- T-shirts are not authorized at any time.



Prohibited Clothing

- Wearing clothing attire that is above the knee without hosiery is prohibited.
 - Hosiery is optional when wearing attire below the Knee. Attire must remain below the knee when sitting.



Prohibited Clothing

- Cropped pants are prohibited. Capri pants are acceptable. Capri pants are defined as being "women's casual trousers with a tapered leg that ends above the ankle"



Prohibited Clothing

- Skirts must be no shorter than the extended tip of the longest finger when the wearer is standing with hands at their side.



Prohibited Clothing

- Denim clothing will not be allowed for any employee who works primarily in an office setting, with the following exception. The last Friday of every month, employees are allowed to wear nice denim clothing, properly laundered, unwrinkled, and in good condition.

Prohibited Items

- Foot wear such as athletic shoes, flip flops (with or without a heel) and casual or thong sandals are prohibited.

- Footwear should be appropriate for the work environment. Acceptable items include oxfords, pumps, boots and flats.



Prohibited Items

- No caps or sunglasses



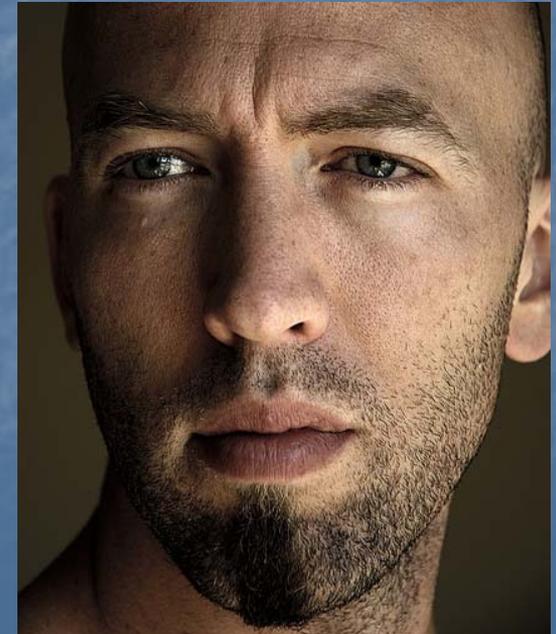
Prohibited Items

- Visible Tattoos or body piercings (other than earrings).



Prohibited Items

- Unshaven, unkept, or ungroomed facial hair
 - Employees must recognize that their appearance is a direct reflection level of professionalism in the organization.



Professional Appearance Standard

- Employees not conforming with the City's Professional Appearance Standards will be placed in an unpaid status and sent home.
- An employee requiring an accommodation regarding their dress should contact the Human Resources Department. Reasonable requests for bona fide reasons that do not result in undue hardship will be granted.

Professional Appearance Standards

- Ask yourself, does my shirt/blouse fall open if I lean forward?
- Can a customer see down my shirt/blouse if I am sitting and he/she is standing?
- Is my shirt/blouse transparent?
- Is my pants or shirt/blouse too tight?

Professional Appearance Standards

- Does my short sleeve shirt/blouse hide my arm tattoo?
- Is my skirt too short when I sit down?
- Does my shirt/blouse ride up or do my pants slide down when I am bending at the waist or squatting?

Professional Appearance Standards

- If you are unsure if a particular mode of dressing is prohibited, consult with your supervisor or director in advance.
- If you are unsure if what you wish to wear is prohibited, then be on the safe side, and don't wear it.



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Professional Appearance Standards
Creation Date: September 15, 2006 (Last Amended)
Revision Date: January 19, 2007
Prepared By: Human Resources

DESCRIPTION: Professional Appearance Standards

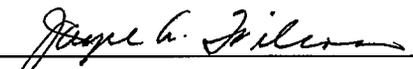
POLICY: As representatives of the City of El Paso, employees must recognize that their appearance is a direct reflection of the level of professionalism in the organization. For this reason, all employees shall follow these basic minimum standards in regard to dress and personal appearance.

- PROCEDURE:**
1. Employees in an office environment that require contact with the general public (i.e., citizens, contractors, governmental representatives etc.) should dress in a manner that is in keeping with the accepted standards of professional office attire. Even though the essential functions of an employee's job may not involve direct contact with the public, being housed in a building where members of the public visit constitutes direct contact. Athletic clothing and spandex garments, unless job-related, are prohibited. Polo or golf shirts, except those exhibiting a department or City logo and which are of uniform color and style, are prohibited. Denim garments are prohibited for employees who work primarily in an office setting, except as authorized in Section 2.
 2. Non-uniformed employees in non-office positions should dress suitably for their work environment. Denim clothing will not be allowed for any employee who works primarily in an office setting, with the following exception. The last Friday of every month, employees are allowed to wear nice denim clothing, properly laundered and in good condition.
 3. Footwear should also be appropriate for the work environment. Acceptable items include oxfords, pumps, boots and flats. Athletic shoes are prohibited. Hosiery is optional when wearing attire below the knee. All other times, hosiery is required.
 4. Employees who regularly wear neckwear, (i.e., neck ties, bow

ties) may abstain from doing so on Fridays. Additionally, during the months of May to September employees may abstain from any neckwear. Such employees must still maintain appropriate professional attire.

5. A display of any tattoo, regardless of its physical locations, is prohibited. Employees that have obtained tattoos prior to the effective date of this policy, must conceal the tattoo to the greatest extent practical by use of clothing items, or naturally colored concealing devices.
6. Body piercings (other than earrings) may not be visible. A band-aid, or clear, inconspicuous spacers are allowed to cover the piercing. With any piercing, the piece of jewelry shall not be worn while the employee is at work.
7. Any clothing, or manner of dress, that allows the midriff, abdominal, or posterior area of the employee to be exposed is prohibited. Scoop, low-cut or see through clothing is also prohibited. Shirts/blouses must be long enough to stay buttoned and tucked in. Skirts must be no shorter than the extended tip of the longest finger when the wearer is standing with hands at their sides.
8. If an employee requires an accommodation regarding their dress, they should contact the Human Resource Department. Accommodation requests that are reasonable, for bona fide reasons and do not result in undue hardship for the City, will be granted.
9. An employee who is in doubt about the appropriateness of a particular mode of dress must consult their supervisor or Department Director in advance. Department Directors and supervisors are charged with the responsibility of enforcing these standards. Department Directors will make final determination as to appropriateness of dress, if required.
10. Employee not conforming to the City's professional appearance standards will be sent home. An employee may return to work only when he/she is in full compliance with the standards. In addition, employees who refuse to comply with these standards will be subject to disciplinary action up to and including termination of employment.

APPROVED BY:


Joyce Wilson, City Manager

1/23/07
Date