

# City of Los Alamitos

## Administrative Regulation

Regulation:	1.8	
Title:	Dress Code and Professional Standards Policy	
Authority:	City Manager	
Date:	March 5, 2020	
Revised:		 Chet Simmons, City Manager

- 1. Purpose:** The purpose of this policy is to provide guidelines to supervisors and employees regarding acceptable and appropriate dress and appearance in the work place.
- 2. Application:** The individuals covered by this Policy are employees regardless of rank or title, interns, volunteers, and contractors.
- 3. Policy:** The City of Los Alamitos desires to ensure that all employees dress in an appropriate and safe manner that is in good taste and conducive to a professional work environment. Since the way in which we dress is a significant factor in how the public and our co-workers perceive and evaluate our competence, quality, and professionalism, employees are required to present a neat, clean, and professional image at all times. In keeping with this philosophy, the following standards have been established:

**A. Civic Center / Office Employees:**

Clothing is one of the best ways to project a professional image. Because every employee may at one time or another come into contact with our customers, it is important that all management and staff members assigned to work in the Civic Center or any City office dress in a professional and conservative manner every day. Appropriate professional and conservative attire includes, but is not limited to the following:

Male Employees: Appropriate attire for male employees includes business suits, sport coats, sweaters, slacks, dress shirts with a collar and tie, socks and dress shoes. Hair and facial hair must be maintained to present a professional appearance – extreme colors or styles are not permitted.

Female Employees: Appropriate attire for female employees includes business suits, slacks, dresses, skirts, sweaters, dress shirts/tops, blouses, dress shoes or boots, or dress sandals with a heel. Hair must be maintained to present a professional appearance – extreme colors or styles are not permitted.

Inappropriate Attire / Footwear: Listed below are items that not appropriate for our office environment. This list is not intended to be all-inclusive.

- Casual or souvenir t-shirts or sweatshirts.
- Denim (except for as outlined in Section F, Causal Friday).
- Tank tops or tube tops.
- Bib Overalls.
- Warm up or jogging ensembles/exercise wear, leggings, spandex-like clothing, or any clothing that resembles pajamas.
- Ripped, soiled, patched, stained, faded, bleached, or revealing clothing.
- Excessively tight clothing.
- Bare back or low cut dresses or tops.
- Exposed undergarments, see-through or sheer blouses.
- Mini dresses or miniskirts.
- Spaghetti-strap dresses or tops (unless worn under a suit jacket).
- Capri pants.
- Shorts of any type or length.
- Casual sandals or flip-flops.
- Slippers.
- Athletic type shoes (except for as outlined in Section F, Causal Friday).
- Attire with offensive print or slogans.

**B. Field Employees:**

Employees with field assignments for all or part of the day must wear clothing appropriate to the type of work they perform, but must also take into consideration their public contact and contact with other co-workers.

Denim (all colors) is appropriate for certain job classifications that perform daily field assignments or tasks that require physical labor or maintenance and repair activities.

Employees with field assignments are required to wear approved work clothes that are in compliance with CAL/OSHA and City safety rules.

Shirts are to be worn at all times while on duty. Under no circumstance is an employee to enter any City facility, or perform work in the field, without wearing a shirt.

Employees who are furnished clothing by the City must wear the provided clothing at all times while on duty.

City issued hats and/or visors may be worn provided bills are worn to the front.

All apparel must be clean at the beginning of each workday.

**C. Uniformed Employees:**

City Employees required to wear uniforms are to report for duty wearing neat, fresh, and clean uniforms. Uniforms should be complete and appropriate for the season. Each Department Director is responsible for ensuring that employees follow regulations regarding uniforms, approved accessories, and safety equipment. Employees issued uniforms bearing a City identification patch are not to wear the uniforms during off-duty hours, or in combination with non-uniform clothing.

**D. Grooming / Personal Hygiene:**

Employees are expected to follow good personal hygiene habits that prevent offensive body odors and promote a professional appearance. Grooming and personal hygiene should be maintained, so as not to offend others. This also includes the avoidance of heavy fragrance usage such as perfume, cologne, lotions, etc.

Hair and/or facial hair should be maintained to present a professional appearance – extreme colors or styles are not permitted. It should also be maintained as not to interfere with job duties or jeopardize safety in the work place.

Makeup should be applied conservatively and worn in good taste.

Employees are expected to use common sense, self-respect, and respect for others with regard to good grooming and personal hygiene standards.

**E. Piercing / Body Art:**

Facial Jewelry: Dangling jewelry, visible facial jewelry, and jewelry in the mouth is not permitted during work hours and must be removed. Appropriate ear jewelry is permitted unless a safety concern exists.

Tattoos: Visible tattoos are not appropriate in a business setting. Employees are required to keep visible tattoos covered at all times during business hours.

**F. Casual Friday Policy:**

In appreciation of Staff's hard work and dedication throughout the year and in recognition of the minimal interaction with customers on Fridays, the following Casual Friday policy is established.

Staff is required to present a professional image towards customers and the public at all times, regardless of attire. It is important that employees use their best judgment in dressing appropriately. Employees who prefer to dress more formally should feel free to do so.

Casual business wear encompasses many looks but it generally means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. You

are responsible for considering each day's activities when determining what to wear (i.e., will you be meeting with a customer; will you be attending a business luncheon, etc.). Casual business attire is only appropriate when you plan to be onsite without any meetings with outside individuals.

Acceptable business casual wear includes denim jeans that are not ripped or torn, either by wear and tear or by design. Jeans that are cut to low should also be avoided. Athletic type shoes are appropriate as long as they are clean and not overly worn. City issued polo shirts are encouraged on Casual Friday. Inappropriate attire as listed in Section A still applies on Casual Friday. Casual business wear should still be workplace appropriate and professional.

Casual Friday is not a guarantee or a right and is subject to change as necessary. Abuse of the Casual Friday policy can lead to cancellation of the privilege. Changes in the nature of the business and the needs of the City may also amend or cancel the new policy.

**G. Exceptions:**

The City Manager may authorize exceptions to this policy to celebrate holidays, promote special events, and/or to meet temporary needs of the City.

Upon approval of the Personnel Director and the Community Services Director, exceptions to this policy may be made for Recreation employees as needed.

Upon approval of the Personnel Director, polo shirts and/or other authorized attire with the City logo may be worn.

Each Department Head, with the approval of the Personnel Director, has the discretion to develop a more comprehensive dress code appropriate for his/her department within the general rules outlined in this policy.

This policy does not apply after hours when members of the public are not present, or to employees who are visiting the City on a day off. However, good judgment must be exercised.

**H. Supervisor Responsibilities:**

Each employee's supervisor can make determinations as to the appropriateness of an employee's attire pursuant to this policy. If, in the opinion of the supervisor, an employee is not adhering to the intent of this policy, the supervisor will inform that person that he/she must dress in accordance with this policy. In severe cases, after consulting with the Department Head and the Personnel Department, the supervisor may send the person home to change as directed. In that event, time away from work will not be considered hours worked. An employee may use vacation, compensatory, floating holiday, or administrative leave for such time away from work.