

CITY OF CHESAPEAKE, VIRGINIA

NUMBER 2.38 (23.2.2)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 06/10/10

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES - SUPERCEDES: 12/1/99
ACCEPTABLE BUSINESS ATTIRE FOR
NON-UNIFORM EMPLOYEES**

I. PURPOSE

The purpose of this policy is to establish a minimum dress standard for all non-uniform employees and volunteers.

II. ACCEPTABLE BUSINESS ATTIRE

A. Business Attire

The City recognizes that appropriate acceptable attire may vary among departments and job positions, depending upon the functions of each department and the duties and types of public contact of the department's employees. Each department head shall determine the appropriate dress standards for his/her department and shall educate his/her employees as to the acceptable attire.

B. Business Casual Friday

Non-uniform employees and volunteers, may wear business casual attire on Fridays. The following are examples of acceptable Business Casual Attire:

- Casual slacks,
- Casual skirts,
- Separates (coordinated tops, skirts, or slacks),
- Casual shoes,
- Collared or banded collar shirts (which could include golf and polo shirts), and
- Jeans. (no faded or torn jeans)

III. UNACCEPTABLE ATTIRE

The following are examples of attire that **are not acceptable** for the workplace on any day of the week:

- T-shirts of any kind,
- Clothing with inappropriate graphics or language,
- Faded or torn articles of clothing,
- Halter, tank or cropped tops,
- Sheer clothing where undergarments are displayed,

- Exercise, spandex or athletic clothing,
- Sweat suits or wind suits, regardless of fabric,
- Athletic type footwear, including exercise and sports/training shoes; and
- Flip-flops.

An employee may wear certain attire listed under this section if the employee provides to the department head prior written notification that includes the attire that is medically recommended and the duration of the recommendation.

IV. SHORTS

Department heads with employees working for an extended period of time in an outdoor or non-air conditioned environment may allow those employees to wear shorts in warm weather. The wearing of shorts should not pose an unsafe condition, job hazard, or present an inappropriate image for the City. Based on the weather and respective site/job conditions, the supervisor in charge will determine whether to permit shorts on a particular job. When shorts are worn, employees will be required to carry protective clothing (i.e., long pants supplied by the employee) at all times to prevent delays in appropriately clothing themselves for a job as necessary.

Whenever non-uniform shorts are allowed, the shorts must meet the following criteria: Solid in color and similar in style and material to City issued uniform shorts;

- Hemmed at bottom and worn no shorter than three (3) inches above the knee; and
- Loose fitting (non-sagging), without holes, tears or any other deteriorating condition.

V. EMPLOYEE RESPONSIBILITY

It is important that each employee and volunteer portray a professional, friendly, service oriented image while conducting the City's business. All clothing worn to work should be laundered and pressed with no holes or frayed areas and promote modesty and safety.

VI. DEPARTMENT HEAD RESPONSIBILITY

Department heads, with the assistance of their supervisory personnel, are responsible for enforcing this policy. Department heads may determine if any attire or the manner in which any attire is worn is inappropriate for conducting the department's business. Any questions regarding whether specific attire is appropriate should be addressed to the head of the employee's department.

VII. ENFORCEMENT

Non-compliance with this policy shall require an employee to return home to change into the appropriate attire. In addition, the employee is subject to disciplinary action. Time spent away from work will be without compensation.

Workplace attire procedures and guidelines must not violate Title VII with regard to an employee's observance of religious practices.

The Human Resources Director has full rights in rendering official interpretation of all City Policies.



William E. Harrell, City Manager

6/10/10

Date