

# DRESS CODE/GROOMING POLICY

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**PURPOSE:** The Board of Mayor and Aldermen of the City of Vicksburg (COV) strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the COV requires employees to maintain a neat and clean appearance to the public, while on duty that is appropriate for the workplace setting and for the work being performed.

A clean, neat and appropriate appearance promotes a positive working environment and limits distractions that may be caused by outrageous, provocative or inappropriate dress. A message of professionalism and competence can be delivered to the citizens we serve through these, but not limited to, dress code/grooming guidelines. The definition of casual clothing can be subjective; therefore these guidelines will assist employees in his/her determination of what is appropriate per the COV. The definition of proper hygiene/grooming can be subjective; therefore the COV understands that grooming can be the combination of style and discipline.

Employers generally have and enforce grooming and hygiene standards in the workplace that apply to all employees or employees with certain jobs, even if it may conflict with employees religious beliefs. The COV follows such standards. Such grooming guidelines may limit natural or artificial scents that could be distracting or annoying to others. In order to maintain a professional environment, it requires the cooperation of every employee, including but not limited to Division Heads; Department Heads; and City Officials. To that end, the COV's Department Heads/Supervisors are required to enforce the guidelines, set forth below, for workplace-appropriate attire and grooming. The following guidelines should be adhered to by office employees who may interact with the public such as, but not limited to:

- offices at *City Hall* and the *City Hall Annex* building;
- offices in the *Community Development Department*
- *Safety Department's* office staff that do not regularly work in the field;
- offices in the *Public Works Department*; and
- *civilians* in the Fire Departments, unless uniformed. (Police Department adheres to their SOG)

## CLOTHING STANDARDS:

1. Clothing should be clean, have a clean appearance and smell.
2. Clothing should fit properly and not be worn so that undergarments and/or the lining of undergarments are visible.
3. Clothing should not be torn, frayed or visibly patched.
4. Clothing items must not display any text or image that is inappropriate or distracts from the professional image of the City, such as advertisements, slogans, cartoons, profanity or sports jerseys.
5. Clothing should cover all genitals, breasts, upper thighs, back, and but not limited to mid-section. There should be an apparent difference in the clothing worn to work versus clothing worn at a nightclub.

Appropriate Clothing includes, but not limited to: slacks; khakis; dress pants; capris; thin or thick pantyhose, leggings or tights worn as stockings underneath a dress or skirt; dresses & skirts (no shorter than 2" above the knee); blouses; polo-type knit shirts; sweaters; dress or button-up collared shirts; sport coats or blazers; \*jean pants or skirts without tears, frays or patches.

Inappropriate Clothing include, but not limited to: sweatpants; athletic wear; overalls; jean pants, shorts or skirts (other than on Fridays); cut-offs; shorts; spandex or lycra leggings/jeggings; spandex or lycra tights; spandex or lycra shorts; t-shirts; tank tops; spaghetti straps; halter tops; low-cut tops; low-cut dresses; crop tops; midriffs; off-the-shoulder tops; tight form-fitting pants, skirts or dresses that press heavily upon a person's genitalia and/or outlines a person's genitalia; miniskirts; mini-dresses; flip-flops; thigh high boots; jeans with tears, frays or patches; \*\*athletic shoes; flip flops; or \*\*house shoes/slippers.

**EXCEPTIONS:** Employees are allowed to wear religious/ethnic/cultural attire. Athletic shoes and/or his/her favorite team jersey on a Friday or day of the following, but not limited to: homecoming sports game; championship sports game; Super Bowl game, etc. Employees are allowed to wear t-shirts, sweaters, and/or none revealing costumes that are festive in nature, for special events.

The Human Resources Department may approve any other exception to this policy will be made in writing and such exception will not exceed one full work week.

\* Employees are allowed to wear jeans, athletic clothing and athletic shoes on Fridays or any other day that is designated in writing.

\* Employees that are not in an "office-type" setting are allowed to wear appropriate jean pants or skirts, athletic clothing or athletic shoes during the weekday. These employees are, but not limited to those working in the following departments, that are not serving in an administrative/secretarial role: Airport, Building Maintenance, Cemetery, City Auditorium, Community Service, Gas Plant, Information Technology, Inner City Youth, Landscape, and Public Works. This list is not inclusive of any type of short pants.

*(Recreation employees may wear shorts that are no higher than two (2) inches above the knee, while performing his/her duties.)*

\*\* Employees with a medical need are allowed to wear athletic shoes and/or any type shoe that is accommodating, on any given day. Employees are required to provide medical documentation to the Human Resources Department, upon inquiry.

#### **ENFORCEMENT (Dress Code):**

Department Heads/Supervisors are responsible for monitoring and Division Heads are responsible for enforcing this policy. Violations of the policy can range from inappropriate clothing items to perfumes and body odor. If an employee arrives at work in inappropriate dress, the employee will be required to leave the worksite and may return if in conforming attire or properly groomed. This policy will be administered according to the following steps if questionable attire is worn to the office:

1. On the *first offense*, the Division Head will issue a verbal warning with a note of such warning to the Human Resources Department to be placed in the employee's personnel file. The employee will be instructed to punch out and will be given one hour to correct his/her attire and return to work.

2. On the *second offense*, the Division Head will issue a written reprimand on the inappropriateness of the attire and instruct the employee to punch out for the remaining time of that day and be counted as an unexcused absence.

3. On the *third offense*, the Division Head shall recommend to suspend the employee for period of three (3) consecutive days.

4. On the *fourth offense*, the Division Head shall recommend to suspend the employee for period of five (5) consecutive days.

5. On the *fifth offense*, the Division Head will recommend termination of the employee.

Requests for advice and assistance in administering or interpreting these guidelines should be directed to the Human Resources Department.

Reasonable accommodations will be made regarding religious or disability situations and will be reviewed on an individual basis for compliance with this policy by the Human Resources Director in conjunction with the Division Head.

### **GROOMING STANDARDS:**

The COV requires employees to appear at work with combed, brushed and appropriately colored hair, wearing clean clothes and shoes. Examples of inappropriate colored hair is any color that is widely outside of a natural color, such as but not limited to: purple, blue, green, red (not brunette) and pink.

If employees' poor hygiene or use of too much perfume/cologne is an issue, the Department Heads/Supervisors will discuss the problem with the employee in private and should point out the specific areas to be corrected. If the problem persists, Department Heads/Supervisors should follow the corrective action process.

The COV is not obligated and will not tolerate employees whose dirty appearance or odor that is offensive and cannot be explained by the working conditions. In such a case, Department Heads/Supervisors will have a discreet, one-on-one talk with the employee to explore that issue and give the employee a chance to explain what might be going on. If the employee gives what amounts to a medical explanation for an odor, the COV may require medical documentation of that fact and will provide reasonable accommodations. If the odor is not of a natural nature, such as perfume/cologne, employees may be directed to discontinue such use while in the work place/setting. If an employee does not claim a medical condition as the cause of the odor, the COV will address the issue through a **Corrective Action Process (Grooming)**, as follows:

#### **1- Oral Warning**

- 2- Written Warning and three (3) month probation  
(If condition continues after probation, corrective measures proceeds to a Final Warning)
- 3- Suspension without pay or Reassignment;
- 4- Final Warning
- 5- Termination

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Effective the \_\_\_\_\_ day of \_\_\_\_\_ 2018

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George Flaggs, Jr. Mayor

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Michael A. Mayfield, Sr., Alderman

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Alex J. Monsour, Jr., Alderman