
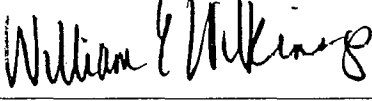
	POLICY AND/OR PROCEDURE DRESS CODE POLICY	NUMBER HR 08 -01
		EFFECTIVE SEPTEMBER 2, 2008
		CANCELS <hr/>
APPROVED  <small>DIRECTOR OF HUMAN RESOURCES</small>	APPROVED  <small>CITY MANAGER</small>	DISTRIBUTION All employees: Administrative, Supervisory and Confidential, General, Police, Fire, Part Time, Temporary and Contractual
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I. POLICY


The personal appearance of City of Riviera Beach employees is representative of the City's public image and professional standards.

II. PURPOSE

To establish a Dress Code Policy that will exemplify, promote professionalism and provide a standard of attire throughout the City of Riviera Beach; thus providing for outstanding delivery of service which demonstrates personal employee commitment.

III. GENERAL GUIDELINES


- A. The personal appearance of the City of Riviera Beach's employees is an important factor in the overall impression that the City has on citizens, customers, visitors, the community and staff members.
- B. All employees are required to be aware and conscientious of their personal hygiene, neatness and appropriateness of attire and cleanliness of apparel during work hours.
- C. Individual departments shall establish standards of dress based on safety factors, environmental conditions of the work area, the type of work, and contact with the public.
- D. Good judgment on the part of the individual employee, with periodic assistance from peers and supervisors, should in most instances, be sufficient to define appropriate dress. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

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IV. OFFICE ATTIRE

Examples of attire which are inappropriate for office personnel are listed below:

1. Jeans are not allowed unless special circumstances warrants it. However, if jeans are to be worn, they must be clean without holes and neatly pressed. Denims, leggings, stirrups and slacks that are tightly fitted are prohibited. Shorts and/or short sets are inappropriate.
2. T-shirts, sweatshirts, sweatpants, windsuits, tube, midriff or halter blouses, sweaters or backless blouses that are sheer and those that have thin straps, strapless or have plunging necklines are inappropriate; see through clothing, low cut garments and the absence of undergarments are inappropriate.
3. Dresses, skirts or skorts, more than an inch above the knees are prohibited.
4. Accessories and/or jewelry should not be functionally restrictive, dangerous to job performance or excessive. Jewelry such as eyebrow rings, nose rings, lip rings and tongue studs, and other body piercing which is visible through or under clothing, must not be worn during business hours.
5. Flip-flops and evening shoes are unacceptable.
6. Men should be clean shaven or wear neatly trimmed beards and/or mustaches. Unkempt personal appearance is unacceptable.
7. Wearing shirts outside of pants is unacceptable, other than banded or guayabera styles, unless the shirt is designed to be worn on the outside.
8. Dirty and unkempt fingernails are unacceptable.
9. No novelty buttons may be worn except for professional city insignia buttons and City of Riviera Beach identification badges.
10. Hair rollers, hats, caps, head scarves, skull caps are prohibited.

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V. ADMINISTRATIVE PERSONNEL

All administrative personnel attending City Council Meetings, Agenda Review and other business meetings, while representing the City, are required to wear business attire. Dressing unprofessionally and inappropriately is unacceptable.

VI. DRESS-DOWN FRIDAY

Employees who work in departmental offices may dress down on Fridays and may wear polo style and pull over shirts but should not display offensive statements or graphic art. Capris, denims and jeans without holes, sneakers, or sandals may also be worn. Shorts, jogging or sweatpants, windsuits and leggings are prohibited.

VII. PUBLIC SAFETY AND MAINTENANCE STAFF

Departmental Uniforms provided for employees in Communications Division, sworn police, uniform fire personnel and field crews in Utility District, Parks, Marina and Public Works Departments should be clean without holes and pressed. Field crews in Utility District, Parks, Public Works and Marina Departments, should wear departmental issued athletic hats, with the visor worn in the front and should not be tattered.

VIII. DISCIPLINARY ACTION

If an item of clothing or attire is deemed to be inappropriate for the office, for public safety and maintenance staff, by the employee's supervisor/department director or City Manager, then the employee may be sent home to change clothes. The employee must return to his/her jobs immediately. In all cases, the City of Riviera Beach reserves the right to determine the appropriateness of an employee's attire. Failure to follow the City and Departmental Dress Code Policy may result in disciplinary action.