



## ARTICLE XXXVI DRESS CODE, APPEARANCE, AND HYGIENE POLICY

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### I. POLICY:

Town of Selma employees are always expected to represent the Town to its citizens and general public in an exemplary manner both in conduct and appearance. Town employees should always be well-groomed and dressed in a manner suitable for the public service environment and in attire that allows the employee to work comfortably in the workplace.

### II. PURPOSE

The purpose of this policy is to establish the Town's guidelines for the appearance of the Town of Selma employees when performing duties and conducting business for the Town, and to ensure all employees project and always maintain a positive public image. Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible; however, there are certain expected norms of professional appearance, personal neatness, cleanliness, and good grooming which are applicable to all employees.

### III. PROVISIONS

The general dress code for the Town of Selma Employees is "business casual" attire. Some Town Employees, due to the nature of their work, may be required to wear uniforms or other clothing that differs from business casual attire. For these specific positions, the Department Director may establish a dress code that best suits the required daily or occasional duties of the position. Due to safety reasons, at no time are flip flops allowed as acceptable attire during work hours.

### IV. DEFINITIONS

Appearance – Visible characteristics which include but are not limited to attire, hair, piercings, tattoos, and scarifications.

Appropriate – Suitable for the regularly performed job tasks in accordance with Town standards.

Attire – Apparel that includes hosiery, footwear, jewelry and items worn on the head.

Flip-flop – Rubber or vinyl thong sandal.

Hygiene – The practice of cleanliness principles.

Piercings, Tattoos, and Scarifications – Body art; piercing, and deliberate cutting of the skin that leaves a scar.

Reasonable Person Standard – The standard of a person who exercises average care, skill, and judgment in conduct.

## **V. PROCEDURE**

It is the responsibility of Supervisors to inform Employees of appropriate attire for the workplace. An Employee who comes to work dressed inappropriately shall be required to leave and return with appropriate clothing; time spent for this shall be charged to vacation leave or unpaid. Should an Employee repeatedly have problems with appropriate work clothes, the Supervisor should consult Human Resources regarding disciplinary action.

Many departments recognize Friday as dress-down day. For dress-down days and days of inclement weather, tasteful appropriate jeans (no ripped or torn jeans), sneakers or other appropriate footwear and tee shirts and sweatshirts are acceptable.

All clothing should be neat, clean, pressed or wrinkle-free, in good condition, without any holes or fraying, with finished seams, and in keeping with the nature of the duties performed.

Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable. Also inappropriate is clothing that promotes alcoholic beverages, tobacco, and the use of controlled substances, depicts violence, and is of a sexual nature, of a disruptive nature, or political nature.

Clothing with the Town logo is encouraged; and sports team, university, and fashion brand names on clothing are generally acceptable.

Clothing that reveals too much cleavage, your back, your chest, your stomach, or your underwear is not appropriate for a place of business. Clothing must not be provocative, revealing, low-cut, indecent, vulgar, obscene, or profane.

Clothing that is tight-fitting, see-through, or otherwise revealing, including skirts and dresses that are too short; blouses too low or too short, is not appropriate at any time. Dress and skirt length should be at a length at which the wearer can sit comfortably in public without being revealing and no more than three (3) inches

above the knee. Extravagance and extremes of style and attire are not in good taste in a public service environment.

Employees in departments requiring uniforms must adhere to the uniform code of dress appropriate for that department.

Reasonable accommodations shall be made for employees who, because of a sincerely held religious belief of a recognized religious organization, cultural heritage, or medical reason, request a waiver of a particular part of this policy for dress or appearance.

### **Examples of Appropriate and Inappropriate Dress**

#### **Slacks, Pants, Suit Pants**

##### **1) Appropriate**

- Similar to Dockers and other makes of cotton or synthetic material pants
- Wool or flannel pants
- Dressy crop/Capri pants
- Leggings are only appropriate when worn under dresses or long shirts that cover the bottom. Must not be see-through or athletic leggings.

##### **2) Inappropriate**

- Pants worn below the natural waist, i.e., hip huggers, low riders
- Denim blue jeans, unless approved for a specific event or job task, i.e., casual Fridays; must be without holes or fraying, with finished seams
- Sweatpants, athletic outfits, jogging suits, wind suits, exercise pants
- Shorts, skorts, culottes, Bermuda shorts, short shorts, cutoffs, jean shorts
- Bib overalls
- Any spandex or other form-fitting pants such as people wear for biking

#### **Skirts, Dresses, Jumpers, Skirted Suits**

##### **1) Appropriate**

- Casual dresses and skirts
- Skirts split at or below the knee
- Jumpers

##### **2) Inappropriate**

- Micro-mini skirts, mini-skirts, sun dresses, beach dresses, or any other dresses higher than three (3) inches above the knee
- Dresses with spaghetti straps
- Backless dresses without a jacket or cover-up

- Dresses with inappropriate cutouts, excessive armpit cutouts, or see-through elements
- Dresses that do not cover the back, waist, and midriff

### **Shirts, Tops, Blouses, Jackets**

#### **1) Appropriate**

- Casual shirts
- Dress shirts
- Sweaters
- Golf-type/Polo shirts
- Turtlenecks
- Suit or sport jackets
- Holiday sweatshirts, shirts, and sweaters – in season

#### **2) Inappropriate**

- Tank tops
- Midriff tops
- Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans
- Halter tops or tube tops
- Tops with bare shoulders
- Sweatshirts
- Tee shirts – unless worn under another blouse, shirt, jacket, or dress or approved for a specific event or job task, i.e. casual Fridays
- Camisoles or tops with spaghetti straps, backless tops, or see-through tops without a jacket or cover-up
- Shirts or blouses with inappropriate cutouts, see-through elements, or excessive armpit cutouts
- Shirts, blouses, or tops that do not cover the back, waist and midriff

### **Shoes, Footwear**

#### **1) Appropriate**

- Conservative athletic or walking shoes
- Loafers
- Clogs
- Boots
- Flats, open & closed toe
- Dress shoes & dress heels, open & closed toe
- Leather deck-type shoes
- Sandals

#### **2) Inappropriate**

- Flashy athletic shoes
- Flip-flops

- Bedroom slippers
- Bare feet

### **Hats, Head Coverings, Head Gear**

#### **1) Appropriate**

- Head gear designed for safety or protection when employee works outdoors or when performing duty indoors that requires such protection
- Head coverings that are required for religious purposes
- Head coverings worn to honor cultural traditions

#### **2) Inappropriate**

In accordance with common courtesy and tradition, all hats, including baseball caps, shall be removed upon entering a Town facility or building, and shall remain off until the employee leaves the building.

### **Examples of Appropriate and Inappropriate Grooming**

#### **1) Jewelry**

- Conservative earrings, necklaces, bracelets, watches, rings, and ankle chains are permitted
- Jewelry must not interfere with an employee's ability to perform his/her job duties
- All jewelry should be in good taste
- Jewelry should not be worn in excessive amounts
- Jewelry should not be overly gaudy or ostentatious
- Visible body piercing should be limited and the wearing of facial jewelry, such as nose rings, tongue rings, and lip and eyebrow rings, are not allowed at work or at any Town function

#### **2) Makeup, Perfume, Cologne**

Because some people are allergic to the chemicals in perfumes and make-up, these substances should be worn with restraint.

#### **3) Hair, Hairstyles**

Extreme hairstyles and hair colors, such as hair dyed pink, purple, green, blue, etc., are inappropriate for the workplace.

#### **4) Tattoos**

Tattoos bearing offensive language or logos that are or could be seen by others as profane, racist, sexist or discriminatory in nature are to be covered.

### **Section 5. Enforcement**

An employee's Department Head and/or supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the Town. Any employee deemed to be inappropriately dressed or groomed will be asked to return home in order to correct the unacceptable infraction. Employees will not be compensated for the time they do not work as a result unless vacation leave or compensation time is used. Repeated violations will be subject to further disciplinary action up to and including dismissal.

### **Conclusion**

This Dress and Personal Appearance Policy shall remain flexible and shall be reviewed and updated on an annual basis. It has been formulated to be fair and uniform, not overly restrictive, and still allow employees to retain their personal style. This policy is also intended to take into consideration any health, medical or religious needs that employees may encounter with the guidelines herein established.

Policy adopted by Selma Town Council

Effective Date: November 14, 2000  
Amended August 11, 2015  
Amended August 10, 2021

*As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.*