

## **CITY OF NEW HOPE**

### **APPEARANCE AND DRESS GUIDELINES**

#### **PURPOSE:**

The dress and appearance of city employees is a direct reflection on the professionalism of our services. City employees meet with the public every day as part of the regular workday. A neat, well-groomed employee will present a positive image of the city.

#### **REGULAR VS. CASUAL DRESS DAYS:**

The city of New Hope has two distinct types of days for dress and appearance: regular workday and casual dress day. Casual dress days are every Friday.

#### **POLICY:**

The following should guide employees in their decisions on dress in the workplace:

All employees should dress in a reasonable manner. Clothing shall always be clean, neat and in good repair. Good hygiene is always expected. Cologne and perfume should be worn in moderation. Good judgment in choosing your attire should be used at **all times** since we are in the public eye. The city logo polo shirts are always acceptable on regular workdays or casual days. Employees who have questions concerning dress standards should direct them to their immediate department head.

#### **REGULAR WORKDAY:**

Non-uniformed Personnel: the following items are generally considered inappropriate attire for the office environment for a regular workday:

- jeans of any color
- sweatshirts
- T-shirts
- tube tops
- sweats or workout clothes
- body hugging clothes (i.e., leggings)
- shorts (split skirts are acceptable)

Dress needs vary by job function. It is recognized that employees in certain departments must dress in uniforms or casual types of clothing due to job specific duties and conditions of their position. Reasons include safety, excessive wear and tear on clothing and appropriateness for job performance. Individuals who spend a portion of the day in

the field need to dress in a manner appropriate to their jobs, as determined by their department head. Staff who are in the office for full days should follow the guidelines listed above.

- Uniformed Personnel: Uniforms, which are provided to some city employees, are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment. Uniforms bearing a city identification patch should not be worn during off-duty hours.

### **CASUAL DAY:**

The above general guidelines apply to casual dress days, with the exception that jeans, T-shirts, and sweatshirts may be worn on casual day. Casual day is intended to occasionally allow employees to dress casually in the workplace and to promote the city. Employees are encouraged to wear city logo polo shirts, sweatshirts, etc. Shorts are not appropriate for office workers on either a regular workday or a casual day, unless related to job function.