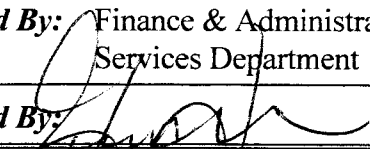




POLICY AND PROCEDURE

Subject: Dress and Grooming Standards	Index: Human Resources Number: 601-3
Effective Date: July 1, 2012	Prepared By: Finance & Administrative Services Department
Supersedes:	Approved By: 

1.0 PURPOSE:

To establish a dress and grooming code for employees of the City of San Clemente.

2.0 ORGANIZATIONS AFFECTED:

All employees of the City of San Clemente.

3.0 REFERENCES: Government Code 12949 and 12947.5, California Code of Regulations 7287.6(c).

4.0 POLICY:

The City seeks a work environment with employees attired and groomed appropriately for the professional work environment. A professional appearance is especially important for those who interact with the public. Employees are expected to use good judgment in deciding what to wear and how they are groomed, in order to help instill confidence and trust in the public whom we serve.

4.1 Safety: Employees are required to wear clothing appropriate to the type of work they perform. Protective clothing and equipment must be used when there is a potential for injury or danger. Clothing, jewelry, and shoes or other footwear should not be hazardous to your own or other's safety.

4.2 Types of Clothing and Footwear: Inappropriate and provocative attire is not permitted. Clothing should not be revealing, extremely tight-fitting, low cut, or sheer (see-through). Loose-fitting tank tops, strapless wear and other beach wear should not be worn, except for those employees whose work as lifeguards at either the pools or beach and are provided City-issued clothing.

Except for those employees who work around the pools and ocean, footwear should not include flip-flops or similar type sandals.

- 4.3 Tattoos, Piercings, and Jewelry: Employees whose job assignments have them working around moving equipment or require possible emergency rescue, shall not wear any jewelry that could cause injury to the employee or member of the public when performing their assigned duties.

Any visible tattoos or jewelry, including pierced jewelry, shall not contain demeaning, graphic, or vulgar words, symbols, characters, or pictures.

- 4.4 Unless approved by a Department Head or manager, jeans and other “casual wear” should not be worn by office staff except for “casual Friday”. T-shirts are not appropriate, except for field personnel who have authorized shirts containing the City seal.

5.0 PROCEDURE:

- 5.1 It is recognized that “taste” in clothing, jewelry, or footwear may differ from person to person. However, if an employee is deemed by their supervisor or a manager to be inappropriately attired based on this policy, the employee will be directed to change his/her dress to fall within policy guidelines of acceptable attire. Any time away from work required to change attire shall be taken from the employee’s personal leave account(s) for vacation, compensatory time, or administrative leave, or the employee may use his/her break and/or lunch time.

If the employee is part-time, the employee is not compensated for the time it takes to leave work and return properly attired. In such cases, a supervisor may schedule the employee to work different hours in order to make up for the lost time, but this is totally discretionary by the supervisor.

- 5.2 Management reserves the right to require an employee to return to work only after they are attired in an appropriate manner, and an employee who refuses to follow a supervisor’s direction in connection with this policy may be appropriately disciplined.