



## **CITY OF FLINT**

### **DEPARTMENT OF HUMAN RESOURCES AND LABOR RELATIONS**

#### **Business Dress Code Policy**

#### **PURPOSE:**

City employees and volunteers often present the first image or impression of the City to its' Citizens and other publics. This policy provides guidelines for proper professional business attire for City of Flint employees and volunteers.

#### **DEFINITIONS:**

- A. Office Employees: Any City of Flint employee who regularly spends 50% or more of his/her scheduled work time in City offices or buildings.
- B. Field Employees: Any City of Flint employee who consistently spends 50% or more of his/her scheduled work time outside of City offices or buildings.

#### **STATEMENT OF POLICY:**

It shall be the responsibility of all employees to represent the City, to the public, in a manner which shall be courteous, efficient, and helpful. City employees should always be professional, well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the City's image. This policy outlines the audience, minimum expectations and guidelines and employee/volunteer and supervisory responsibilities for the Business Dress Code for the City of Flint. This policy is in effect for City of Flint employees and volunteers during their City-scheduled work time and during the times they represent the City outside their regular work hours (e.g., at a work-related training conference, etc.) unless otherwise dictated by their department's policy. City departments are expected to use this policy as the minimum standard for their employees/volunteers. Each department director, with the authorization of the Director of Human Resources and Labor Relations, has the authority to set additional dress code expectations that are higher than those listed in this policy. All City employees and volunteers are required to follow this policy. If the policy is not followed, employees are subject to discipline, up to and including discharge.

This policy applies to all City of Flint employees and volunteers. Those employees who are required to wear uniforms should follow their respective department's uniform code policies and the City's uniform policy, in addition to, the guidelines of this policy.

Limited exceptions apply for employees and volunteers who have medical conditions, such as leg or foot problems. These exceptions must be acknowledged in writing by their personal physician and approved, in advance, by the Department Director and the Director of Human Resources and Labor Relations.

Exceptions to the Business Dress Code Policy for religious reasons shall be made on a case-by-case basis and in compliance with applicable laws and regulations.

## **EXPECTATIONS:**

- A. Employees and volunteers should be neat, clean and well-groomed when reporting to work. Shoes should be clean and not excessively worn. Clothing should be clean and well-pressed, not excessively worn or faded and without holes or frayed areas.
- B. Casual business attire may be permitted only on Fridays and only at the discretion of the department head and approved by the Director of the Human Resources & Labor Relations Department. The employee must use good judgment in determining what is appropriate to wear. Jeans or denim may be permitted on Casual Day at the discretion of the department head or supervisor and approved by the Director of Human Resources and Labor Relations. Employees should remember that for business reasons employees might be required to wear regular business attire on Casual Day.
- C. Good personal and dental hygiene habits are very important. Body cleanliness, especially, of the hands and nails is a must. Employees who chose to wear fragrances in the work place are highly encouraged to be aware of the sensitivities or allergies of their co-workers.
- D. The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the City. Requests for advice and assistance in administering or interpreting this policy should be directed to the Director of the Human Resources and Labor Relations Department.

## **PROCEDURE:**

Employees shall dress in appropriate business attire, Monday through Friday, except on special occasion and approved by the department head/supervisor and Director of Human Resources and Labor Relations. Appropriate attire will depend on an employee's job duties and responsibilities, degree of customer contact, safety issues and other activities. See guidelines provided under Acceptable Attire, Unacceptable Attire and Grooming Guidelines for women and men.

**Exceptions:** Supervisors or other management personnel can specify additional or alternative dress and grooming requirements, as approved by the Director of Human Resources & Labor Relations, for employee safety and reasons based on the business needs of their departments.

## **ENFORCEMENT:**

- A. Department supervisors and/or managers have the responsibility of making the decision of whether or not something is appropriate for the workplace and are responsible for monitoring and enforcing this policy. The Director of Human Resources and Labor Relations will have the final decision on what is appropriate for the workplace.
- B. The Human Resources and Labor Relations Department reserves the right to continue, extend, revise and revoke this policy at its' discretion. Enforcement of this policy is the responsibility of the City's management, supervisory personnel and the Director of Human Resources & Labor Relations.
- C. The policy will be administered according to the following action steps:

1. A copy of this policy is available to all City of Flint employees via the City's website. In addition, this policy must be posted in a visible location in each department for ten (10) days, per Collective Bargaining Agreements
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. The employee shall not be compensated for time away from office to correct violations of this policy.
3. Repeated policy violations will result in disciplinary action, up to and including termination.
4. If an employee, for religious reasons, cannot adhere to this policy, the employee is to contact the Director of the Human Resources & Labor Relations Department.

#### **RESPONSIBILITIES:**

##### **A. Employees and Volunteers**

All City of Flint employees and volunteers are responsible for adhering to the above expectations and guidelines when following this Business Dress Code Policy. If employees or volunteers have questions about whether something is appropriate, they should ask their supervisor prior to wearing it to work.

##### **B. Supervisors**

City of Flint supervisors have the authority and expectation to send employees or volunteers home, without pay, to change their clothes if the employees are not dressed or groomed appropriately per the details of this policy. They also have the right to temporarily allow employees to deviate from this policy for special occasions (e.g., outdoors team building or departmental picnics, office clean ups), with prior authorization from the department director or supervisor and approved by the Director of Human Resources and Labor Relations.

*Please refer to the following  
Acceptable and Unacceptable Attire and Grooming Guidelines.*

**Acceptable Attire (For Women):** Acceptable attire includes, but is not limited to, the following:

- City of Flint issued uniform and uniform accessories
- Business suits and blazers
- Dress slacks and dress Capri pants
- Blouses, sleeveless shells (under jackets), sweaters and turtlenecks are acceptable
- Dresses and skirts, casual dresses and skirts and mid-length, split skirts are acceptable.
- Footwear: Loafers, boots, flats, dress pumps and dress sandals are acceptable. Hosiery, tights or dress socks shall be worn at all times.

**Acceptable Attire (For Men):** Acceptable attire includes, but is not limited to the following:

- City of Flint issued uniform and uniform accessories
- Business Suit (with shirt tucked in), blazers, sports coats
- Dress Slacks, chinos, corduroys or dockers: With dress shirt (tucked in), tie, belt and dress socks
- Shirts: Professional dress shirts, casual shirts with collars, golf shirts, rounded collars, sweaters and turtlenecks are acceptable.
- Footwear: Loafers, dress boots and leather deck shoes are acceptable. Socks, excluding gym socks, shall be worn at all times.

**Unacceptable attire (For Women):** Unacceptable attire includes, but is not limited to the following:

- Tank tops, halter tops, strapless, spaghetti strap tops (without a jacket), mesh tops, tube tops, tops with bare shoulders, bathing suit cover-ups
- Sundresses, beach attire, evening wear
- Denim, jeans (of any type or color, except for specific locations, i.e., Sanitation, WPC, Sewer, etc.)
- Torn, stained or wrinkled clothing
- Mini-skirts, mini skirts and other skirts that are excessively short. (More than two inches above the knees.)
- Cutoffs, Cargo pants, stirrup pants, capri or pants with lettering or symbols of any kind
- Sheer or “see through” clothing; any attire that clearly reveals undergarments
- Underwear as outerwear
- Overalls
- a Plunging necklines, exposed midriff, stomach, back or cleavage
- Spandex clothing, gym socks
- Clothing that is offensive, revealing, distracting, provocative or excessively tight
- Tee-shirts, sweatshirts, sweatpants, leggings and other workout attire
- Letterman’s jackets or any other athletic gear
- Hats, do-rags, bandanas, sweat bands, caps or other head coverings (NOTE: Approval for certain religious customs are permitted)
- Sunglasses (inside City facilities)
- Flip flops, clogs, tennis shoes, deck shoes, slippers, bare feet, exposed toes or heels (without stockings); hiking boots, athletic shoes
- Hoodies (hooded jackets, hooded sweaters, hooded shirts)

**Grooming Guidelines (Women):**

- Hairstyles should be clean and neat in appearance (no bright or loud colors).
- Makeup and personal hygiene should be reasonable and in accordance with customary business practices.
- Nails should be clean, neat in appearance and of a professional length.
- Good dental and body hygiene.

**Unacceptable attire (For Men):** Unacceptable attire includes, but is not limited to, the following:

- Tee shirts, muscle shirts, tank tops, mesh tops, sweat shirts, sweat pants
- Athletic gear
- Torn, stained or wrinkled clothing, cutoffs and beach attire
- Denim, jeans (except for specific locations; i.e., Sanitation, WPC, Sewer, etc.)
- Shorts, cutoffs, Cargo pants or pants with lettering or symbols of any kind
- Sheer or “see through” clothing; Undergarments showing, underwear as outerwear
- Exposed midriff, stomach, back, chest
- Spandex clothing
- Overalls (except for specific locations; i.e., Sanitation, WPC, Sewer, etc.)
- Clothing that is offensive, revealing, distracting, provocative or excessively tight

- Gym socks (except for specific locations; i.e , Sanitation, WPC, Sewer, etc.)
- Letterman's jackets or any other athletic gear
- Hats, do-rags, bandanas, sweat bands, caps or other head coverings (NOTE: Approval for certain religious customs are permitted)
- Bolo ties
- No grills (teeth)
- Sunglasses (inside City facilities)
- Flip flops, clogs, tennis shoes, deck shoes, bare feet, exposed toes or heels (without socks); hiking boots, athletic shoes
- Hoodies (hooded jackets, hooded sweaters, hooded shirts)

**Grooming Guidelines (Men):**

- Hair should be clean and neat in appearance (no bright or loud colors).
- Facial hair should be well-groomed and reasonable and in accordance with customary business practices.
- Nails should be clean and trimmed.
- Good dental and body hygiene.