


City of SeaTac

Policies and Procedures

Policy Number:	PP 1.18
Policy Name:	Personal Appearance
Department(s):	Citywide
Effective Date:	June 14, 2017
Supersedes:	Employee Handbook: page 25, Personal Appearance
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish standards for employee appearance and acceptable workplace attire.

Policy:

Employees are expected to dress for work in a manner that does not detract from their ability to perform assigned duties safely and efficiently, while at the same time conveying an image of service and professionalism to City residents, customers and coworkers. All employees should be neat and clean in grooming, hygiene and attire. Professional business attire is always appropriate office attire and casual business attire may be appropriate, provided it projects a professional image. Recognizing that dress standards vary depending on the type and location of work performed, Department Heads are responsible for ensuring these guidelines are implemented and followed in their operational areas, in accordance with the standards set forth below:

A. Standards:

- Work clothes should not bear commercial logos, other than City of SeaTac. Standard clothing manufacture tags/logos (such as small Ralph Lauren or Carhartt tag/logo) do not violate this policy.
- Work clothes and grooming must meet required safety rules and regulations.
- Work clothes, footwear, and grooming shall always project a professional image as determined by Department Heads on a case-by-case basis. Work clothing and grooming must be clean and well maintained.
- Work clothing and grooming must be appropriate for the working conditions of the job.

- Leggings are acceptable, providing they are worn with a sweater, jacket, or blouse that reaches the fingertips when arms are relaxed at the employee's sides.
- Jeans may be incorporated into the professional business attire standards on Fridays only.

B. Examples of Unacceptable Appearance:

Unless specifically allowed elsewhere in this policy, the following are not acceptable for the work environment:

- Lack of attention to personal hygiene; unclean, poorly groomed and general inattention to personal appearance
- Tattered, frayed, stained, unlaundered or excessively wrinkled clothing
- While employees are engaged in their official capacity, clothing visibly bearing the logo or trademark of, or otherwise advertising an agency or business, is not appropriate attire. This includes large logos advertising manufactures, such as a large logo of a clothing manufacturer on a hat.
- Revealing clothing (sheer, low cut, exposed midriff, etc.)
- Excessively tight-fitting or baggy clothing
- Flip-flops, jelly shoes and rubber or plastic sandals
- Tattoos and/or body art that is sexually explicit, racist, immoral, express radical social statements, or discriminate against any protected class by virtue of including words, symbols, or pictures in the tattoo or body art must be covered. Visible body piercings will be evaluated on a case-by-case basis.

C. Exceptions

Under special circumstances the City Manager may authorize exceptions to this Policy and will notify staff through City email. Examples of exceptions include, but are not limited to, supporting sports teams or a Wellness event such as crazy socks.

D. Reasonable Accommodation of Religious Beliefs

The City of SeaTac recognizes the importance of individually held religious beliefs to persons within the workplace. The City will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

Procedures:

Employees are responsible for ensuring their personal appearance meets the standards set forth in this policy. Employees with questions regarding personal appearance should ask their supervisor or Department Head ahead of time. Department Heads are responsible for the oversight and enforcement of this Policy within their respective departments. Any employee whose dress, grooming or personal hygiene is inappropriate for the workplace will be required to take corrective

action and may not be compensated for any work time missed because of failure to be appropriately groomed or attired. Supervisors and Department Heads should consult the Human Resources Manager prior to sending any employee home.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement (“CBA”) will be subject to the specific terms of those agreements applicable to personal appearance, which supersede this policy. In the event the CBA does not contain any provision related to personal appearance, then the affected employees covered by same will be governed by this policy.