

The City, at its discretion, may designate certain positions which must wear uniforms. Employees who are not required to wear uniforms shall wear neat, clean business attire. Employees are expected to dress in a manner that is normally acceptable in similar work environments.

Employees should not wear suggestive attire, jeans, athletic clothing, shorts, flip flops, T-Shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a business like appearance. Employees who do not work in an office must not wear sandals or open toed shoes.

Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.

Sideburns, moustaches, and beards should be neatly trimmed.

Tattoos above the neckline are prohibited. Tattoos that are below the neckline which are offensive or inappropriate as solely determined by the Department Head must be covered and not visible while working. Body piercings (other than earrings) should not be visible.

Department Heads are authorized to designate positions which are exempt from the provisions of this policy due to the nature of the work (e.g. employees who work in the field may wear jeans and work boots or employees in summer programs may wear athletic clothing and baseball hats).

Department Heads are authorized to waive provisions of this policy on certain days (e.g. fund raisers or other special occasions to give employees a "dress down" day).

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Mayor Domenic J. Sarno

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Date