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|  | DRESS CODE POLICY | Page 1 of 2 |
| Original Issue Date: 04/09/18 | Last Reviewed: 05/16/18 | Revision Number: 0 |

PURPOSE AND SCOPE

The City of Milford strives to present itself as a professional service organization. Whether employees are providing services in the office, the community, or any service setting, employees are expected to present themselves in a professional manor. This policy is intended to provide guidance on what is acceptable attire while representing the City of Milford.

DEFINITIONS

Business Casual Attire: A style of clothing, shoes and accessories that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression.

-Examples for men include: Collared shirts, dress slacks or khakis including a belt, and loafers or dress shoes. Examples for women include: Sleeved blouses with or without a collar, dresses and skirts that reach at least knee-length, tailored or wide-leg pants, dress pants, chinos, or suit pants, and closed-toe heels, flats, or loafers.

-Jeans, sleeveless shirts, t-shirts and footwear such as flip-flops, sneakers, and sandals are not appropriate for business casual attire.

Casual Attire: A style of clothing, shoes and accessories that is less formal than business casual attire, but is still intended to give a professional impression. Acceptable attire includes jeans, casual pants, and sleeveless shirts.

APPLICABILITY

This policy applies to all City Officials and employees including, but not limited to, full time, part time, and intermittent / seasonal / special employees.

GENERAL GUIDELINES

1. Business casual attire is required for all employees who perform their duties indoors.
2. Those employees who perform the majority of their work outside of an office are permitted to wear jeans and shirts without collars.
3. All attire shall be clean, well-maintained and consistent with the nature of their job.
4. Employees who are required to wear a uniform in accordance with the department and City policies shall do so. All uniforms shall be safe, clean, well-maintained and consistent with the nature of their job.
5. Casual Attire will be permitted on Friday. If the last day of the work week falls on a Thursday, business casual attire will be worn. When attending meetings, business casual attire guidelines must be observed.

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|---|----------------------------|-----------------------|
|  | DRESS CODE POLICY | Page 2 of 2 |
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6. Unacceptable attire includes dresses or blouses that expose midriffs, dresses or blouses that are backless, strapless, or have spaghetti straps unless such garments are covered by another article of clothing (e.g. a sweater or jacket), tank or muscle tops unless such garments are covered by another article of clothing (e.g., a sweater or jacket), sheer or mesh clothing that exposes undergarments, dresses or skirts above the knee, sweatshirts, shorts, sneakers, and any attire with non-City advertising, vendors, foul language or obscene images. Attire shall not be torn, patched or dirty.

PUBLIC RECORDS

Not Applicable.

VIOLATIONS

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or collective bargaining agreements.

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Administrator or your respective Appointing Authority.

Appointing Authority Signature

Date

I, _____, acknowledge that I have received and read a copy of this policy.

Employee Signature

Date