

Section 4: Professional Workplace

Policy #3: Personal Appearance

Effective Date: July 1, 2011

I. Purpose

The purpose of this policy is to establish personal appearance standards.

II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be excluded by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

None

IV. Definitions

None

V. Legislation

None

VI. Policy

It is the policy of the Town that all employees shall project a positive, clean – polished and professional personal appearance. The Town recognizes that different applications of this policy may be necessary depending on the degree of customer contact, nature of work and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the Department Director.

VII. Provisions

A. General

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times.

B. Dress

Employees should follow departmental guidelines in regard to professional dress standards. The Town is confident each employee will use his or her best judgment in following acceptable dress standards. The following are classified as inappropriate dress items. Department Directors, Managers and Supervisors may identify additional inappropriate dress items, relevant to the work environment.

- i. Any clothing displaying advertising, unless endorsed by the Town of Mooresville
- ii. Sweatpants, jogging suits and cut-off shorts
- iii. Any clothing that reveals bare backs and midriffs
- iv. Any inappropriate revealing, sheer or provocative clothing
- v. Tube tops, tank tops or like shirts
- vi. Any hats, caps or head coverings that do not bear the Town of Mooresville emblem
- vii. No denim pants of any color, unless approved by supervisor or endorsed by the Town of Mooresville

C. Appearance

Employee's hair should be clean, combed and neatly trimmed or arranged. Clean personal hygiene habits must be maintained. Body piercing is permitted at the discretion of the Department Director. Tattoos are permitted at the discretion of the Department Director; however, inappropriate or offensive markings must be covered during work hours.

D. Fragrances

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers. As such, strong-smelling perfumes, colognes and body lotions are discouraged.

E. Uniforms

Individual departments have the authority to define appropriate professional dress standards for their employees, including the requirement to wear special clothing or uniforms.

F. Consequences of Non-Compliance

Supervisors are responsible for ensuring appropriate dress standards are maintained and have the authority to send employees who do not meet personal appearance guidelines home without pay. If an employee is requested by management to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy may be cause for additional disciplinary action up to and including termination.

VIII. Authorization

Approved by:

Erskine Smith

Town Manager

July 1, 2011

Date