



Administrative Policy

Title: Corona's Corporate Standards for Workplace Apparel and Grooming				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.001	UNKNOWN (08-08-07)	01-03-17		

This Policy had been numbered Policy 200.34. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.34
 Issued: UNKNOWN
 Revised: 08-08-07



Corona's Corporate Standards for Workplace Apparel and Grooming

POLICY

The City of Corona is a professional organization. All employees will present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility based on employee appearance. The appropriateness of apparel and personal grooming as seen by the general public has a bearing on how other agencies and departments view employee professionalism and, ultimately, working relationships.

This policy applies to all employees, regardless of classification, and is consistent with community standards. Individual departments may have more specific policies in place based on needs.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards set forth herein will be considered on an individual basis.

This policy is intended to provide guidelines on apparel and appearance and is not meant to address all situations. There may be differences in some departments' apparel guidelines depending on the nature of the work performed, involvement with the public, required uniforms, or other circumstances as defined by the Department Head.

The standards in this policy apply when an employee has officially reported to work.

POLICY AMPLIFICATION

Clothing:

- A. Employees who wear uniforms are expected to be dressed and ready for work on time in their departmentally assigned uniform. Uniforms are expected to be clean, pressed, and tucked inside pants or shorts. Additional standards are

communicated at the departmental level or in bargaining unit Memorandums of Understanding (MOU's).

- B. Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Attire is expected to be clean, pressed, and properly fitting.
- C. Acceptable attire for women includes dresses, skirts, Capri-style suits, or slacks / trousers worn with blouses, sweaters, and / or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated.
- D. Acceptable attire for men includes suits, slacks / trousers worn with collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters, and / or jackets. When deemed appropriate, neckties should be worn.
- E. Except as noted herein or approved by the Department Head (or designee), employees may not wear the following:
 - (1) Denim jeans of any color (except on casual Fridays). Jeans may not be torn or faded.
 - (2) Overalls or coveralls (unless specified by job classification).
 - (3) Shorts of any type (unless specified by job classification).
 - (4) "Skorts," dresses, or jumpsuits that look like shorts.
 - (5) Tee shirts or jerseys with graphics, including logos related to team sports.
 - (6) Tee shirts, shirts, jerseys, blouses, tops, jackets, or hats that display vulgar or inappropriate messages either in writing or by use of symbols.
 - (7) Gym attire or sweats, workout gear, or uncovered spandex pants or leggings.
 - (8) Shirts or dresses with spaghetti straps, unless covered by a jacket, blouse, or other outer garment.
 - (9) Shirts with cut-outs; or shirts or skirts that expose the stomach or midriff area.
 - (10) Halter Tops (tops without over-the-shoulder strapping); tube-type shirts; or see-through or fishnet tops.

- (11) Low-front or low-back attire.
- (12) Clothing that fits artificially low so that one's undergarments are visible.
- (13) Excessively tight or revealing clothing.
- (14) Oversized (baggy) garments.

This list is an example only and may not include all items deemed inappropriate.

Maintenance and Field Personnel:

Maintenance and personnel working in the field are to present a neat, professional appearance at all times, ensuring that uniforms are complete. City uniforms are to be worn only while on duty. Personnel who are off duty should not wear any portion of their City uniform.

Employees wearing a City-issued uniform are responsible for returning stained, torn, or worn-out uniforms to their respective departments. Each department will keep an inventory list of items checked out to City staff. Upon return of these articles, departments will issue new uniforms to employees (unless otherwise specified by employee's department or MOU provision).

Employees provided a uniform allowance per their MOU are responsible for maintaining those uniforms so they are not stained, torn, or worn out. Employees will be responsible for replacing their uniforms if the above conditions are present.

Employees shall wear only those hats which have been approved by their Department Head (or designee). Moreover, hats shall be worn appropriately, *i.e.* not backwards, sideways, etc. No pins may be attached to hats unless they have been approved by the Department Head (or designee).

Footwear and Accessories:

- A. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean, and in good repair. Heels should not be more than four inches high. Sandals of any material which are commonly referred to as "flip-flops" or "thongs" are prohibited for all employees.
- B. No bandanas or baseball caps are allowed except those issued by the City of Corona or approved by the Department Head (or designee).

Tattoos, Scarification, and Branding:

Definitions:

1. Tattoo – The act or practice of marking the skin with indelible designs, forms, figures, art, etc. by making punctures in the skin and inserting pigment.
 2. Scarification – The act of intentional cutting of the skin for the purpose of creating a design, form, or figure of art.
 3. Branding – The act of intentional burning of the skin for the purpose of creating a design, form, or figure of art.
- A. Except as noted or approved by a Department Head, the City requires that all tattoos, scarifications, or brandings be covered.

Consideration may be given as follows:

- In cases where it is not possible to completely cover existing tattoos, scarifications, or brandings.
 - During periods of very warm weather when it is too hot for field personnel to wear long sleeves for the purposes of covering up tattoos. Although the City would certainly prefer that all tattoos, scarifications, and brandings be covered, it is recognized that there may be times when safety-related considerations like an increased risk of heat exhaustion make full compliance impractical.
- B. The following includes, but is not limited to, the types of tattoos, scarifications, or brands that are prohibited by this policy. The City Manager reserves the right to insist that these must be covered at all times—without exception:
- Depictions of nudity or violence;
 - Sexually explicit or vulgar art, works, phrases, or profane language;
 - Symbols likely to incite a strong reaction in the workplace, i.e. swastikas, pentagrams, or similar symbols; or,
 - Initials, acronyms, or numbers that represent criminal or historically oppressive organizations, e.g. “AB,” “KKK,” “SS,” “MM,” “BGF,” “HA,” “666,” or any street gang names, numbers, and / or symbols.

Piercings and Jewelry:

Definition:

A piercing is the act of creating a hole in any part of the body for the purpose of creating a design, form, or figure of art.

- A. All facial piercing such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited, as these are distracting.
- B. Plug earrings (earrings designed to stretch one's earlobes by enlarging the piercings) are not permitted.
- C. All jewelry worn by employees must be appropriate so that it does not detract from a professional appearance.

Grooming and Personal Hygiene:

- A. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns, and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.
- B. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath or shower, use of deodorant, and appropriate oral hygiene.
- C. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.

RESPONSIBILITIES AND PROCEDURES

1. Each new employee will receive a copy of the policy during orientation. All employees will be required to sign an acknowledgement verifying that the policy has been read and understood. Existing employees will be allowed up to thirty calendar days from the date of adoption of this policy to become compliant. On a case-by-case basis, in the event of a financial hardship an employee should contact his or her Department Head to request an extension.

2. Supervisors are responsible for explaining and enforcing the Workplace Apparel and Grooming Policy. Employees who report to duty and are non-compliant with the policy may be sent home to change without compensation. Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including dismissal.
3. Consistent with this policy, exceptions can be made at the departmental level by the Department Head (or designee) due to the nature of the work, special events, casual Fridays, and departmental clean-up days.
4. Issues or disagreements arising out of the enforcement of this and departmental apparel and grooming polices shall be reviewed the Human Resources Director or her designee.



Corona's Corporate Standards for Workplace Apparel and Grooming

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of Corona's Corporate Standards for Workplace Apparel and Grooming. I understand that I am responsible for reading this document and complying with the guidelines set forth therein.

NAME (printed): _____

JOB TITLE: _____

SIGNATURE: _____

DATE: _____