



Administrative Policy

Title: Standards for Workplace Apparel & Grooming for DWP Employees				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03100.501	03-01-10 (12-15-10)	01-03-17	<i>[Signature]</i>	<i>[Signature]</i>

This Policy had been issued without a known Policy Number. 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 (UNKNOWN #)
Issued: 03-01-10
Revised: 12-15-10



DWP POLICY

SUBJECT:

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Standards for workplace apparel and grooming for Department of Water and Power employees

Section:	Position:	Issue Date:	Revision Date:	Supervisor Approval:
Department-wide	All DWP positions	March 1, 2010	<u>December 15, 2010</u>	Jonathan Daly

Purpose: To ensure that Department of Water & Power employees present a professional appearance in order to promote a positive image to customers and the general public.

POLICY

The City of Corona is a professional organization. As such, all DWP employees will present a professional appearance in order to promote a positive image to customers and the general public. 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. 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 is on-duty, on City premises, or operating a City vehicle.

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. 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 professional attire for women is that which would be appropriate in a conventional, conservative business setting. Such acceptable attire 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 professional attire for men is that which would be appropriate in a conventional, conservative business setting. Such acceptable attire includes suits, slacks / trousers worn with collared shirts, dress shirts, polo shirts, sweaters, and / or jackets. When deemed appropriate, neckties should be worn.
- E. The City will reasonably accommodate religious beliefs as they relate to appearance, apparel and jewelry.
- F. Except as noted herein or approved by the Department Head (or designee), employees may not wear the following:
 - (1) Denim jeans of any color.
 - (2) Overalls or coveralls (unless specified by job classification).
 - (3) Shorts of any type.
 - (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 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, or while traveling to or from work.

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 three inches high. Sandals of any material which are commonly referred to as "flip-flops" or "thongs" are prohibited for all employees.
- B. No bandanas, beanie hat, 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 piercing) are not permitted.
- C. All jewelry worn by employees must be appropriate so that it does not detract from a professional appearance. Watches, rings, bracelets and earrings will be conservative.
- D. Conservative eyeglass frames may be worn as needed and when not prohibited by safety regulations. Ornaments on the head, visible ornaments around the neck and ornamentation on eyeglass lenses or frames are prohibited.

Grooming and Personal Hygiene:

- A. Employees are expected to maintain appropriate and professional hairstyles and avoid using an extreme amount of grooming aids. Hair must be properly restrained for its length and should reflect the employee's particular job assignment. Hair coloring should be within the range of natural hair colors.

Men's hairstyles must be short and well-groomed. Men's hairstyles should be worn above collar-line and any bangs or forward-sweeping hair should not breach eye line. Any hair exposed on the neck area should be closely cut and properly groomed and maintained. Men may not wear their hair long. Men should take care to regularly groom and trim any sideburns. All mustaches and beards must be well-groomed and trimmed. Mustaches should not extend more than one-half inch downward beyond the lip line of the upper lip or sideways beyond a vertical line drawn upward from the corner of the mouth.

For the purposes of this directive with regard to hair, beards, mustaches or sideburns, well-groomed is defined as hair that is clean, neatly arranged, does not present a ragged or unkempt appearance, and meets the guidelines established herein.

- 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.
- D. Cosmetics/Nail Polish must be conservative and in good taste.

For the purposes of this policy with regard to dress and grooming, extreme is defined as exceeding established norms for a conservative workplace and will not be tolerated within the workplace.

Violation of this policy may be grounds for discipline, up to and including termination of employment.