



Administrative Policy

Title: Recreation Employee Dress Code				
Administered By: Library & Recreation Services (Recreation)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
06400.005	UNKNOWN (N/A)	01-03-17		

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: UNKNOWN
Revised: N/A**

PERSONNEL POLICIES

C. DRESS CODE / UNIFORM POLICY

Employees of the City of Corona strive to provide exceptional, responsive service and promote outstanding professional, recreational and people skills. A professional appearance is crucial to achieving these goals. The following guidelines are developed for the purposes of promoting a professional image to the citizens of Corona.

Requirements:

All employees must follow the City of Corona's Corporate Guidelines for Workplace Apparel as it pertains to their workplace: i.e., Office Environment or in the field.

Part-time employees shall at all times present a neat, professional appearance, ensuring that uniforms are complete. City uniforms shall be worn **ONLY** while on duty. Employees who are off-duty shall not wear any portion of their uniform.

Employees shall be issued City polo-shirts which are royal blue in color with the City logo. Windbreakers, hats and visors shall be issued as needed and shall have the City logo imprinted identifying the City of Corona employee. Employees shall wear pants, walking shorts, skirts or skorts, which are in good condition, and one of the following colors: white, navy, khakis, black, or denim. Shorts, skirts and skorts shall not be shorter than finger tip length. Gym attire, workout gear, Sport, Lycra, spandex shorts and sweat pants **SHALL NOT** be allowed.

Employees shall wear the uniform items issued by the City only and no substitutions shall be allowed. Uniforms shall be worn in a neat and professional manner with tucked in shirts. Uniforms must be worn in a manner that does not at any time expose undergarments, posteriors, or midriffs. Pants must fit at the hip so they will stay on without a belt. Uniforms shall not be altered and/or modified; pins, insignias and/or other displays shall not be affixed or part of the uniforms. Employees are responsible for returning stained, torn or worn-out uniforms for replacement.

Hats or visors may be worn at the employee's discretion. Only hats and visors with the City logo shall be allowed. Hats and visors shall be maintained in a clean condition and worn in a professional manner with the bill of the hat or visor facing forward.

Tattoos and Jewelry:

- A. Tattoos must be covered and must not depict any violence vulgar art or symbols, initials, acronyms or numbers that represent criminal or historically oppressive organizations.
- B. All jewelry worn by employees must be appropriate so that it does not detract from the professional appearance. 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.

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.

Footwear:

- A. All footwear is expected to be appropriate to the employee's position. Employees must wear closed toed, hard soled shoes at all times. (Tennis shoes are highly recommended).