

## APPEARANCE POLICY

EFFECTIVE DATE:

1/15/04

REVISION DATE:

*GENERAL*

The Town of Salem is committed to serving its public in a professional, business-like manner. Our conversation, attitude, efficiency and personal appearance can help maintain a good relationship with our fellow employees and with the public. This policy is to be followed by all civilian employees of the Town of Salem during normal business hours; uniform employees shall abide by their department guidelines. Employees who are uncertain or have questions about the specific personal appearance standards in the workplace should consult with their department head. The department head is responsible for ensuring that appropriate dress and grooming are maintained. When necessary, the department head may consult with the Human Resources Director on disputes over appropriateness. If not resolved in the first instance, the Town Manager may be consulted. If an employee reports to duty in attire which does not comply with the established appearance policy, his/her department head shall request the employee go home and change, utilizing leave time. For subsequent offenses, the department head may initiate appropriate discipline consistent with Collective Bargaining Agreements.

*General Guidelines for All Employees*

- Employees on all shifts shall practice reasonable standards of personal hygiene.
- Employees are expected to dress in clean clothing, in good repair and suitable for the job they are expected to perform.
- Footwear shall have a clean appearance and be in good repair.
- Body piercing jewelry, with the exception of earrings, is not acceptable. Jewelry of a type that could cause injury to self or other employees is not acceptable.
- Hair shall be clean and combed. Extreme color, punk and spiked hair is not permitted. Facial hair shall be neatly groomed.
- Alternate dress may be approved on a case by case basis for special assignments, circumstances, special medical needs or religious beliefs. Human Resources shall require a physician's note for long-term special medical needs.
- "Casual Dress" days can be implemented upon the Town Manager's approval for specific occasions and/or circumstances.

## **Specific Guidelines**

### Acceptable

Dresses and suits, dress slacks, jackets, blazers, loose fitting knit pants, culottes, skirts, blouses, sweaters, dress shirts, collared shirts, sport coats and ties. Hemlines can be no shorter than four inches above the knee. Slits in skirts or dresses can be no higher than four inches above the knee.

### Unacceptable

Clothing with holes or tears. Any type of jeans, any type of denim, work pants, cutoffs, sweatpants, form fitting pants, skirts and shorts. Flannel shirts, sweatshirts, fishnet shirts, tee shirts, sleeveless tops without a jacket, tank tops, halter tops, tube tops, non-shouldered tops and "spaghetti strap" tops. Low cut necklines and bare midriffs are not acceptable. Sneakers and recreational sandals (i.e., Dr. Scholl's and Birkenstocks), thongs, flip-flops, slippers and shoes of questionable safety are not accepted footwear.

### Acceptable only for Public Works

Jeans, Work pants and shirts and work boots