

Section 1: PURPOSE

The purpose of this policy is to establish a policy on employee dress for the City of Manteca ("City").

Section 2: POLICY**A. Personal Appearance**

Our professional image and the manner in which we present ourselves to the public is extremely important. Because each employee is a representative of the City, each employee is required to report to work properly groomed and wearing appropriate dress that presents a professional image and in no way interferes with job performance or safety. In addition to affecting the City's public image, dress, grooming and personal cleanliness standards are important to the morale of all City employees.

Unless an employee is required to wear a specific uniform, employees should wear appropriate business casual attire and footwear. Employees are expected to dress in a manner consistent with the nature of their job, good hygiene and safety. Employees should present a neat appearance. All clothing should be clean and without rips or holes. Employees should use common sense when selecting clothing to be worn in the work environment. Items such as sweatshirts or sweatpants, shorts, hip hugger pants, and backless or strapless attire are not considered appropriate and will not be permitted. In addition, thongs and flip flops (beach type shoes) are not acceptable options for shoes. Employees must always look presentable – not sloppy. Clothing that is revealing, sexually suggestive, sexually provocative, or designed primarily for exercise is not acceptable. Clothing with offensive or inappropriate verbal messages or visual images is also prohibited. Employees who have specific questions about appearance and dress should contact their supervisor.

The City reserves the right to require employees to change clothes that are not appropriate for the conduct of business with the public. Should such clothing change require the employee to travel off site, such time may be deducted from the employee's vacation or compensatory time balance, to the extent consistent with state and/or federal law.

B. Uniform Personnel

City employees must wear required uniforms according to established department standards.

C. Exceptions

The City Manager or his/her designee may authorize exceptions to this policy to celebrate holidays, promote or highlight special events and/or to meet temporary needs of the City.

The City will provide reasonable accommodation as required by law.

Section 3: APPLICATION

This policy and procedure applies to all City employees, unless otherwise provided in an applicable memorandum of understanding.