

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: EMPLOYEE CLOTHING, APPEARANCE, TATTOO, AND PIERCING REQUIREMENTS		Number: 13-29
Department(s) Affected: All Departments		Effective Date: March 16, 2010
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		Approved:

I. PURPOSE

While it is not the City's intention to dictate the personal wardrobe or appearance of City employees, it is recognized that the personal appearance of employees is a reflection of the professionalism of City services and that clothing and appearance standards have an effect on employee safety. The purpose of this procedure is to establish a uniform policy regarding clothing and physical appearance of City employees to create a favorable image supportive of public and co-worker respect and to ensure employees' job safety.

II. POLICY

A. General Provisions

1. Employees are expected to wear appropriate clothing and to maintain their personal appearance in such a manner as to not jeopardize safety in the workplace.
2. All clothing and accessories shall be neat, clean and in good repair at the beginning of the work shift.
3. Departments (in particular Police and Fire) may adopt dress and grooming codes more restrictive than those in this policy which are appropriate to work activities.
4. Employees assigned uniforms shall abide by Departmental orders regarding uniform wear.
5. Clothing, accessories, and hats may not display any written statements or depictions which are determined to be offensive in a business environment.
6. Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether in the workplace. Employees are expected to avoid creating an unhealthy or unpleasant environment for customers or fellow employees who may be sensitive or allergic to strong fragrances.

B. Clothing

1. Office Employees

Non-uniformed office employees shall wear clothing suitable for business. Suits, slacks, trousers, skirts, skorts, shirts, blouses, and dresses are considered appropriate business apparel. Skirts or skorts must extend to at least the mid thigh. Foot wear must be appropriate for the work environment and function performed.

2. Field Inspection Employees

In addition to the clothing considered appropriate for office employees, field inspection employees may wear shorts which extend to at least the mid thigh or longer when working in the field and when there is no additional safety risk created by wearing shorts. Such employees may not wear shorts when working in the office.

3. Maintenance Workers (Field and Shop)

Non-uniformed field and shop maintenance employees shall wear shirts, blouses, and pants or trousers that provide protection to the body including the shoulder and upper arm area and extending to the shoes or boots. Shoes or boots which protect the foot area must be worn. Department Heads may authorize employees to wear shorts, which must extend to at least the mid thigh or longer, when there is no additional safety risk created by wearing shorts. When protective head wear is not required, employees may wear other head wear that does not create a safety risk.

C. Appearance

1. Appearance shall be neat, clean, well-groomed, and business appropriate as working conditions permit.
2. Hair shall be trimmed or held back so as not to jeopardize safety in the workplace.
3. Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion.
4. Grooming and personal hygiene shall be maintained so as not to negatively affect or offend others.

D. Tattoos

1. No tattoos are allowed anywhere on the head, face, or neck.
2. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, sexual orientation, race, religion, or national origin, extremist, and/or gang-related.
3. Generally, visible tattoos shall be no larger than 4 by 6 inches.
4. Any non-conforming tattoos will be covered with clothing or a bandage while at work or removed.
5. If an employee has a question about how the tattoo policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

E. Jewelry and Piercings

1. Jewelry is acceptable except where it constitutes a health or safety hazard.
2. No objects, articles, jewelry or ornamentation deemed unacceptable shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth except that employees may wear reasonably-sized earrings in each lobe.
3. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.
4. If an employee has a question about how the piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

F. Enforcement and Review

1. Supervisors shall be responsible for monitoring these standards to ensure employee safety and an appropriate business appearance within their department.
2. Department Heads can make exceptions to these standards as needed for employee medical or operational purposes on a case by case basis.
3. This policy will be reviewed periodically to ensure reasonable compliance with contemporary dress and grooming standards.