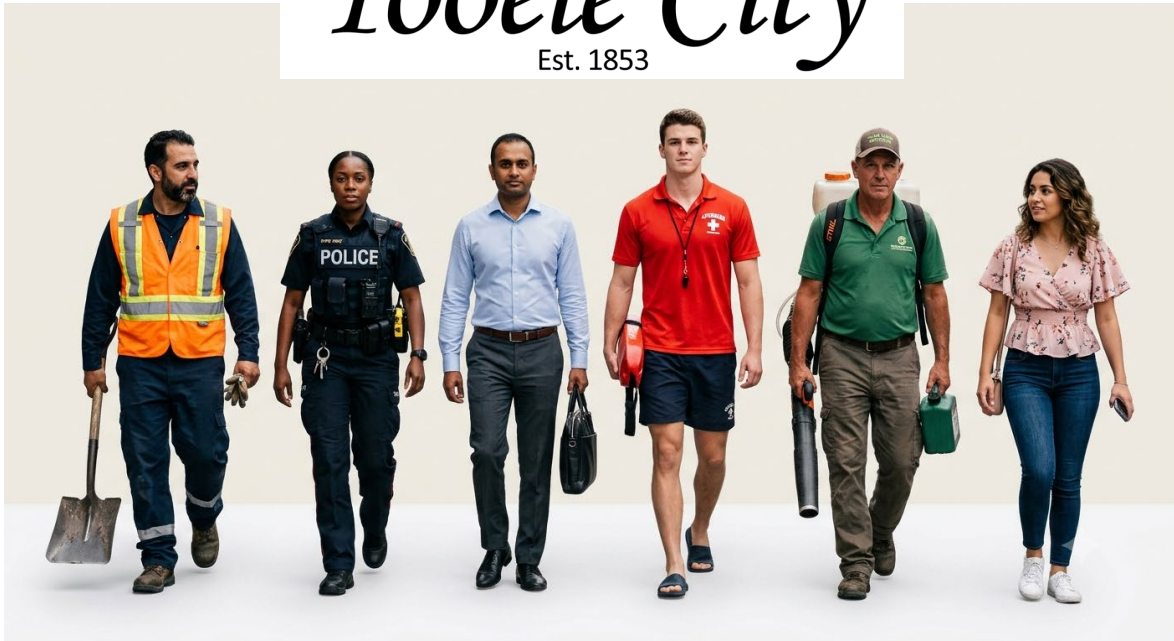




Dress For Your Day!

Tooele City embraces a "Dress for Your Day" approach, recognizing that appropriate attire may vary based on an employee's work environment, responsibilities, scheduled activities, and interactions with the public. Employees are expected to exercise sound judgment and dress in a manner that reflects positively on the City and maintains public confidence in the professionalism of our organization.

While this policy provides examples of acceptable and unacceptable attire, it is not intended to address every possible circumstance. Employees and supervisors are expected to apply the principles outlined in this policy when evaluating workplace attire and appearance.

Professional appearance shall be evaluated based on the employee's duties, work environment, safety requirements, public interaction, and the City's interest in maintaining public confidence in its workforce.

Consider the following when selecting workplace attire:

- **Represent the City Professionally** – Choose attire and maintain grooming standards that project a professional image and inspire confidence among residents, visitors, elected officials, coworkers, and business partners. Clothing that is overly casual, distracting, or inconsistent with the employee's work responsibilities and public-facing role is not appropriate.
- **Dress for Your Responsibilities** – Consider where you will be working, who you will be interacting with, and the duties you will be performing throughout the day. Clothing should be appropriate for your work environment and the activities on your schedule.
- **Prioritize Safety and Functionality** – Additional requirements may apply to certain positions, departments, or work assignments based on operational or safety needs.

General Standards

Employees shall report to work clean, neat, and appropriately dressed for their assigned duties. Clothing and grooming must be suitable for the employee's work environment and consistent with the operational needs of the position.

Employees whose work assignments involve fieldwork, maintenance, construction, utilities, parks, or similar duties may reasonably experience wear, dirt, or damage to clothing during the course of their workday. Such conditions will be evaluated in the context of the employee's assigned duties and work environment.

Employees participating in virtual meetings, training sessions, or video conferences shall maintain a professional appearance consistent with the nature of the meeting and their work responsibilities.

Department directors may establish additional dress requirements for specific positions, work locations, uniforms, safety standards, or operational needs.

Acceptable Attire

Acceptable attire may include, but is not limited to:

- Department-issued uniforms.
- Business professional, business casual, or other attire appropriate to the employee's position, duties, work environment, and scheduled activities.
- Clean and well-maintained shirts, blouses, sweaters, polos, slacks, khakis, skirts, dresses, dark-wash or professional-quality denim, and other professional attire.
- Footwear appropriate to the employee's duties and safety requirements. Employees performing fieldwork or other duties involving potential safety hazards generally must wear fully enclosed footwear. Open-toed shoes, sandals, and flip-flops are not permitted where they may create a safety risk.
- Personal protective equipment required by law, policy, or job assignment.

Prohibited Attire

Prohibited attire may include, but is not limited to:

- Clothing that is excessively torn or ripped, excessively frayed, dirty, in poor condition, or contains holes.
- Clothing displaying profanity, discriminatory language, sexually explicit content, political campaign advocacy, references or images related to drugs or alcohol, or images that could reasonably be considered offensive.
- Clothing that exposes undergarments, midriffs, or stomachs.
- Clothing or accessories that create a safety hazard.
- Athletic wear, workout attire, sleeveless undershirts, tank tops with narrow shoulder straps, or similar clothing intended primarily for recreational activities rather than a professional workplace.
- Beachwear or other attire not appropriate for a professional workplace, unless specifically authorized for a job assignment or work activity.
- Shorts, unless specifically authorized for a position, assignment, work activity, or safety-related purpose.

Grooming and Personal Appearance

Employees are expected to maintain personal hygiene and grooming standards consistent with a professional workplace. Employees should report to work neatly groomed and free from body odor that may interfere with the work environment.

Personal hairstyles, facial hair, and cosmetics, are generally permitted. Personal appearance should be maintained in a manner that does not create a safety concern, interfere with job performance, or unreasonably distract from the work environment.

Employees are expected to be considerate of coworkers and members of the public who may have sensitivities or allergies to fragrances. The use of perfumes, colognes, scented body products, or other fragrances should be used in moderation and should not create a disruption in the workplace.

Jewelry and Accessories

Employees may wear jewelry, accessories, hats, and other headwear that are professional in appearance and appropriate for their work environment. Headwear displaying the City's official logo is generally permitted. Headwear displaying commercial advertising, political campaign advocacy, profanity, discriminatory language, references or images related to drugs or alcohol, or other content inconsistent with the City's professional image is not permitted while on duty.

Jewelry, accessories, and headwear must not create a safety hazard, interfere with job performance, damage equipment or City property, or negatively affect interactions with the public. Departments may establish additional restrictions based on safety, operational, or uniform standards.

Tattoos and Body Art

Visible tattoos and body art are permitted provided they do not contain content that is obscene, sexually explicit, discriminatory, threatening, that advocates violence, that promotes illegal activity, or that otherwise undermines the City's professional image.

Facial tattoos (tattoos located above the jawline) are not permitted unless approved as a reasonable accommodation or otherwise authorized by the City. Employees with facial tattoos may be required to cover or conceal such tattoos while on duty.

The City reserves the right to require employees to cover tattoos or body art that are inconsistent with this policy or that interfere with the City's ability to maintain a professional appearance.

Department-Specific Standards

Certain departments or positions may require additional dress, grooming, appearance, uniform, or safety standards based on operational needs, public interaction, regulatory requirements, or job duties.

Any department-specific standards that supplement this policy shall be communicated to affected employees and made available in writing upon request.

In the event of a conflict between this policy and an approved department-specific standard, the department-specific standard shall govern to the extent permitted by City policy and applicable law.

Special Events and Activities

The City or a department may authorize temporary modifications to dress and grooming standards for special events, community activities, training programs, employee recognition events, or other work-related occasions.

Employees will be notified in advance when alternate dress standards have been approved. Unless otherwise communicated, employees are expected to comply with the requirements of this policy.

Religious and Medical Accommodations

The City will provide reasonable accommodations for sincerely held religious beliefs, disabilities, pregnancy-related conditions, and medical needs in accordance with applicable law.

Policy Violations and Corrective Action

Employees and supervisors share responsibility for maintaining the professional standards outlined in this policy. Supervisors are responsible for administering this policy consistently, fairly, and in a manner that supports a professional work environment.

The City recognizes that some violations of this policy may be unintentional and may result from an employee's misunderstanding of workplace expectations. In many cases, supervisors will address concerns through discussion, clarification, and an opportunity to correct the issue. Addressing concerns is intended to clarify the City's expectations and encourage future compliance.

Employees may be directed to correct attire, grooming, or appearance issues that do not meet the standards established by this policy.

Repeated violations, failure to comply with a supervisor's direction, or violations that are particularly significant may result in corrective or disciplinary action in accordance with the City's Personnel Policies and Procedures Manual. The City reserves the right to determine the appropriate response based on the circumstances of each situation.