

Personal Hygiene & Hair

Employees are expected to be neatly groomed and free of body odor. Employees should be considerate of co-workers who may be sensitive to strong fragrances. Hair should be neat, clean, and maintained. Employees may not come to work with their hair dyed in colors other than those colors that may occur naturally (such as blonde, natural red, or brown highlights) or styled in distracting styles such as mohawks, distracting spikes, shaved emblems, etc. Hair should be worn in a manner that is safe for the job being performed.

Tattoos

Tattoos may not be visible on the face (except for cosmetic make-up tattooing such as eye or lip liner) or above the natural jaw line. Otherwise, tattoos are allowed provided that the image or narrative does not conflict with other workplace policies or expectations of a professional work environment. This includes, but is not limited to, Tooele City’s anti-harassment and equal opportunity policies. A guideline is that if it were not acceptable to hang the image up in the workplace or wear it on workplace clothing, it is not appropriate for our work environment. If you have a tattoo(s) on the face or that is deemed by management to not be appropriate for our workplace you may be required to cover it while at work. Note: The police department has a separate policy regarding visible tattoos.

Underclothing Showing

Underclothing may not be shown at any time such as underclothing showing through or above the top of low rise pants, boxers above low hanging pants, bra straps hanging out of shirts, etc.

Jewelry

Jewelry worn on the face or tongue must be removed while working. The following provides additional guidelines on acceptable jewelry:

Acceptable Jewelry	Unacceptable Jewelry
<ul style="list-style-type: none"> Earrings that are safe for the job being performed Jewelry that does not create a safety concern Accessories that are in good taste and not distracting in the work environment 	<ul style="list-style-type: none"> Facial piercing including, but not limited to: nose, mouth, eye brow. Vulgar, symbols of violence, or derogatory in nature Multiple heavy neck or hanging pocket chains Pierced tongue when the job involves communicating with the public

Accommodations

Certain religious or medical circumstances may result in Tooele City considering reasonable modifications to the above listed guidelines. Requests for such accommodations may be made to the responsible department head or director of human resources for consideration.

Violations of Standards

Tooele City expects employees to take personal pride in presenting a professional image within these guidelines. If you are found to be in violation with these standards, it will be brought to your attention and you may be asked to go home at your own cost/time, change, and/or return when you can meet the standards. We understand that in many circumstances, violations are not intentional and by bringing this to your attention, you will have a better understanding of the City’s expectations. Repeated violations of this policy will follow Tooele City’s disciplinary policy found in your Personnel Policies and Procedures Manual.

Department Specific Dress & Grooming Standards

Your department may have established verbal or written dress and grooming standards that address the unique needs of your job or the department. In such cases, you are entitled to receive such standards in writing upon request.

Special Events or Days

There may be days when a special event or activity is planned and alternate dress standards may be adopted. In such cases any deviation from the dress standards will be announced.

Casual Friday

In general, office or similar employees may wear jeans on Fridays provided that they meet the other dress standards such as not faded, holes, or tears.

Revision Date

These standards were last revised on November 2016.

Professional Image Standards

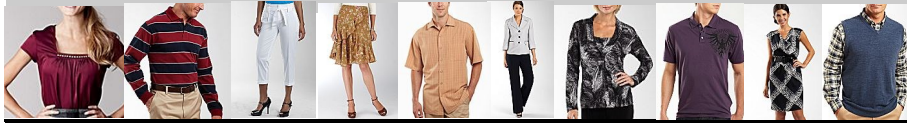


Promoting Professionalism, Safety, and Comfort

- Take pride in working for Tooele City. We aim to present a workforce that is professional in appearance as well as performance.
- These standards give you guidelines on appropriate dress and grooming for work. They have been designed to promote a consistent, professional image while promoting confidence, safety, and comfort for all employees.
- Your department may adopt and notify you of other approved guidelines that meet the unique needs of your work assignment.

Revised December 2016

Dress Standards for Office or Similar



Acceptable

Unacceptable

Shirts & Tops

- Pressed and Clean
- Blazers
- Tops with a modest neckline that is not revealing. See front cover and inside photos for examples of what is considered an acceptable neckline. Necklines that are more revealing than those shown in photographs in this document are not acceptable.
- Collared shirts; golf or polo shirts; turtlenecks
- Suits and pantsuits
- Sweaters
- T-shirt, sweatshirts, or hoodies with Tooele City logo
- Sleeveless business attire provided top seam on sleeve & strap is consistently at least 2 1/2 inches in width, underclothing is not showing, and underarm is not revealing.

- Wrinkled –except wrinkled by design
- Unacceptable neckline
- Backless
- Midriff, or shirts that reveal skin of mid section when you move
- Ripped, frayed, or torn
- Faded or worn
- Sheer, tight, or revealing
- Shirts with derogatory or offensive messages or advertisements
- Spaghetti strap tops
- T-shirts, sweatshirts, or hoodies without City logo
- Tank tops or muscle shirts

Pants & Bottoms

- Pressed and clean
- Capri pants with at least a mid-calf length
- Slacks or dress pants
- Pantsuits
- Cargo/carpenter pants not of denim material
- Leggings (pants that stretch and fit very closely or tightly to the leg) may only be worn under a dress that meets the required length (see below). Leggings worn under a longer sweater, longer shirt, or tunic-style shirt will normally not meet this requirement.

- Wrinkled - except wrinkled by design
- Ripped, frayed, or torn
- Faded or worn
- Sheer or revealing; tight
- Bib overalls
- Athletic type clothing: sweat pants, sweat suits, etc.
- Capri pants shorter than mid-calf
- Parachute pants
- Denim material pants regardless of color
- Tight pants or leggings when not worn under a dress of appropriate length
- Low-rise or ultra low-rise pants
- Pajama type clothing
- Shorts or skort-shorts (look like skirts from the front and shorts from the back)

Skirts & Dresses

- Pressed and clean
- Professional in appearance
- No shorter than 2 1/2 inches from the top of the knee cap when standing; slits (front, side, or back) no shorter than 4 inches from the top of kneecap when standing.
- Dresses with a modest neckline that is not revealing. See front cover and inside photos for examples of what is considered an acceptable neckline. Necklines that are more revealing than those shown in photographs in this document are not acceptable.
- Sleeveless business attire provided top seam on sleeve & strap is consistently at least 2 1/2 inches in width, underclothing is not showing, and underarm is not revealing.

- Wrinkled - except wrinkled by design
- Ripped, frayed, or torn
- Faded or worn
- Backless
- Unacceptable neckline
- Skirts or dresses not meeting length standard
- Sheer (except sheer sleeves are acceptable)
- Tight (generally stretch and fit very closely or tightly to the body)
- Low rise or ultra low rise
- Sun dresses not meeting sleeve and length req.
- Spaghetti strap dresses
- Strapless dresses
- Skorts

Footwear & Hats

- Dress shoes
- Loafers
- Dress boots
- Dress flats
- Dress sandals
- Flip-flop style sandal that are a professional, dress-style. Most summer casual flip-flops do not meet the professional, dress-style requirement.

- ALL Athletic/sport type footwear including sneakers, canvas tennis shoes, athletic clogs, etc. except that in some workplaces where the employee is standing/walking for long periods of time, such as the library, a specific athletic shoe may be authorized.
- Hiking boots or hiking shoes
- Snow boots or boots of similar design
- Athletic sandals such as Tevas
- Bare feet or socks only
- Slippers
- Flip flops/thongs that are not dress-style
- Hats, bandanas, or other head coverings

Dress Standards for Field Workers, Laborers, or Similar



Acceptable

Unacceptable

Shirts & Tops

- Clean and preferably pressed
- Collared shirts; golf or polo shirts; turtlenecks
- Sweatshirts (preferably with City logo)
- Sweaters
- Coats or Jackets
- T-shirt (preferably with Tooele City logo)
- Athletic type clothing that is appropriate for the work environment (I.e. parks and recreation employees working at ball fields may wear warm-up suit and/or sweat suit preferably with City logo)
- Tops with a modest neckline that is not revealing. See front cover and inside photos for examples of what is considered an acceptable neckline. Necklines that are more revealing than those shown in photographs in this document are not acceptable. Sleeveless attire provided top seam on sleeve & strap is consistently at least 2 1/2 inches in width, underclothing is not showing, and underarm is not revealing.

- Wrinkled –except wrinkled by design
- Backless
- Unacceptable neckline or that is revealing when moving or working
- Midriff, or shirts that reveal skin of mid section when you move
- Ripped, frayed, or torn
- Faded or worn
- Sheer, tight, or revealing
- Shirts with derogatory or offensive messages or advertisements
- Spaghetti strap tops
- Tank tops or muscle shirts
- Tube tops

Pants & Bottoms

- Clean and preferably pressed
- Capri pants with a mid-calf length
- Slacks or dress pants
- Denim material pants
- Athletic type clothing that is appropriate for the work environment (I.e. parks and recreation employees working at ball fields may wear warm-up pants and/or sweats preferably with City logo)
- Coveralls or similar protective clothing

- Wrinkled - except wrinkled by design
- Ripped, frayed, or torn
- Faded or worn
- Sheer or revealing
- Capri pants shorter than mid-calf
- Parachute pants
- Leggings
- Low-rise or ultra low-rise pants
- Pajama type clothing
- Shorts
- Skorts—shorts that look like skirts from the front and shorts from the back
- Tight

Skirts & Dresses

- None

- Skirts and dresses are not acceptable clothing for employees in these types of jobs

Footwear & Hats

- All athletic/sport type footwear
- Sneakers/tennis shoes, including canvas shoes
- Hiking boots or hiking shoes; snow boots; work boots
- Steel toe shoes where desired and/or required
- Hats that are in good condition- free from holes, rips, tears, stains, and have graphics appropriate for the work environment. It is preferred that if ball hats are worn they have a Tooele City logo. Hats must be worn with brim facing forward.

- Dress shoes, boots, and flats
- Loafers or boat shoes
- Sandals of any kind; flip flops
- Clogs of any kind
- Athletic sandals such as “Tevas”
- Bare feet or socks only
- Slippers