

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 108.07
SUBJECT: STANDARDS OF CONDUCT FOR EMPLOYEES	INITIAL EFFECTIVE DATE: 12/17/85
TITLE: DRESS CODE/PERSONAL APPEARANCE	LAST REVISION DATE: 01/01/2010

POLICY STATEMENT

The employees of the City of Denton are expected to present a positive and professional image to fellow employees and the public. The City Manager is the appropriate person to issue proper guidelines on the dress and personal appearance of city employees.

ADMINISTRATIVE DIRECTIVE:

In order to project a positive, professional and safe environment, City of Denton employees are expected to maintain a positive and professional appearance at all times.

- I. All employees are expected to comply with safety regulations—i.e., type of shoes, shirt sleeve length, etc.—as dictated by departmental and industry safety standards.
- II. All office/public contact employees are expected to be appropriately dressed and well groomed in order to reflect a professional businesslike atmosphere.
- III. Clothing should be clean, comfortable, and appropriate for the job being performed, as determined by the supervisor and/or department procedures. Clothing having pictures, designs, words, and/or advertising not conducive to a professional image, see-through and/or otherwise sexually provocative clothing are prohibited for all employees.
- IV. Pins, buttons, patches, accessories, or other markings denoting membership or affiliation with a political or religious group may not be worn while on duty. Pins, buttons, patches, accessories, or other marking denoting membership in professional organizations, employee association, or other work related group may only be worn with approval from the employee's supervisor.
- V. Uniformed employees shall follow the guidelines under Policy 102.11 Uniforms.