

# MEMORANDUM

*Office of the Mayor*

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**To: City Council**

**cc: City Manager**

**From: Mayor Bob Livengood**

**Subject: Employee Dress Standards**

**Date: December 27, 2008**

**In an effort to improve the professional appearance of our employees, particularly those who directly interact with the public or represent the interests of the citizens of Milpitas at public meetings, I am proposing that the City Council adopt a Professional Appearance Policy.**

**I am including with this memo a draft professional appearance policy. This draft policy is apparently partly in place in some city departments already.**

**I am asking that the City Council direct the City Manager to present this draft policy to his direct reports and make a recommendation back to the City Council within 60 days.**

**CITY OF MILPITAS  
PROFESSIONAL APPEARANCE POLICY**

**INTENT:** The intent of this policy is to ensure that City of Milpitas employees present themselves in a safe, professional, and hygienic manner while at work.

- POLICY:**
1. Employees shall maintain their attire, hairstyle, body art, hygiene and overall professional appearance in compliance with federal and state safety regulations and with City and department safety policies and procedures.
  2. Employees shall wear appropriate office attire while at work and/or while serving as a representative of the City of Milpitas. This means "business dress", or a uniform approved by the Department Head. Uniforms are to be worn if provided by the City.
    - Examples of "business dress" include suits with blouses or dress shirts and ties, Slacks/trousers, sweaters, skirts, dresses and dress or business footwear.
    - Examples of inappropriate attire at all times include flip-flops, T-shirts, shorts, athletic apparel, athletic shoes, denim or blue jeans, sweat suits, and attire with words or images inappropriate for the workplace, or that create a perception of inappropriate product endorsement.
  3. There are two exceptions to the office attire requirement.
    - a. Employees performing physical labor or maintenance duties may, with express permission by the Department Head, wear denim jeans, short or long-sleeved T-shirts, sweatshirts, coveralls, and construction-style boots.
    - b. Employees working outdoors may wear hats or caps to protect themselves from the weather.
  4. All attire must be in good repair, with no noticeable holes or stains, and must fit reasonably well (i.e., not too loose or long and not too tight or short).
  5. Employees with job duties that could include formal meetings with City dignitaries or other professional members of the public must wear "business dress" at all times. This includes all meeting and or events where you are representing the City of Milpitas.
  6. Employees shall not display offensive, sexually suggestive, or gang-related body art.
  7. Employees shall maintain a neat and clean appearance and hygiene level as appropriate to the circumstances. This includes maintaining neat and clean clothing, hair, and personal effects, and performing daily personal hygiene.
  8. Employees who dress inappropriately may be given a warning or send home to change. Repeat offenses may be subject to further discipline.