

**City Manager's Office**  
**Administrative Order No: 010**  
**Issued: 2000**  
**Revised: 10/03; 7/12; 5/23**



**Approved by Garrett Evans**  
**City Manager**

**Subject: City Dress Code and Workstation Appearance**

**Purpose:**

Establish guidelines for employee attire and workstation appearance. Consistency in application of the guidelines will ensure employee safety and a professional appearance at all City facilities.

**Responsibility:**

It is the responsibility of the City and its employees to create and foster a workplace environment that represents its values and commitment of excellence in public service. Employees are expected to use proper judgment in selecting appropriate attire and maintaining their workspaces. Department Directors are responsible for ensuring guidelines are followed within their departments. Employees who have specific questions about this policy should contact their immediate supervisor.

**Standards for Attire:**

The City's policy is that all employees, both uniformed and non-uniformed, maintain and promote a professional public image with business attire or casual business attire, as appropriate by the nature of work, degree of customer contact, work location and safety considerations. All clothing and shoes should be in good condition, clean and not excessively worn. Prohibited items include, but not limited to, clothing, shoes or hats with product advertisements, logos and/or designs (other than the City of Pittsburg logo or manufacturer tags); excessively bold or offensive messages or images are also prohibited.

Department Directors may establish further guidelines applicable to their departments, as well as any exceptions, depending on the assignments and working environments.

*Police-Sworn and Non-Sworn Personnel:* Dress code shall be established by the Chief of Police.

*Field Assignment Personnel:* Uniform T-shirt, polo or sport shirt, jacket and optional hat. Employees shall wear cotton pants or jeans in good condition, coveralls and protective footwear (as determined by job classification). Product advertisements, logos and/or designs (other than the City of Pittsburg logo or manufacturer tag); excessively bold or offensive messages or images are also prohibited.

- *Fragrance Free Workspaces:* Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, personal fragrant products that are perceptible to others should not be worn by employees. Any employee with a concern about scents or odors should contact their manager or the Human Resource Department.

### **Public Area and Workstation Guidelines:**

*Public Counters:* Areas should be kept clean and free of clutter, food, coffee cups, beverage containers, etc.

*Conference Rooms:* Areas are to be kept clean and free of clutter. Food and/or beverages may be allowed by special arrangement. Otherwise, food and beverages are to be consumed in break areas.

*Employee Workspaces Normally Visible by the Public:* Workspace to be kept free of clutter and food. Personal items should be kept to a minimum. In addition, computer monitors must utilize privacy screens.

*Private Office Workspace:* Workspace to be kept free of clutter and food. Personal items should be kept to a minimum.

### **Policy Violations:**

Employees who do not meet the standards outlined in this policy will be required to take corrective action, which may include leaving the premises and returning to work in appropriate attire. The amount of time missed from work to travel and change clothing will be deducted from the employee's leave accruals.