

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MARCH 19, 2013 AGENDA**

Subject:	Type:	Submitted By:
STANDARD OPERATION POLICY – EMPLOYEE DRESS AND APPEARANCE GUIDELINES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

SYNOPSIS

A resolution has been prepared approving an update to the Standard Operation Policy regarding employee dress and appearance guidelines.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval.

BACKGROUND

The City's employee dress and appearance guideline policy has not been reviewed and updated for over six years.

The proposed policy has been changed under *II. City Uniforms* to clarify that a Department Head can give permission for an employee to wear their City-issued uniform while performing work for another employer. An example of this would be when our police officers work security for events at the La Vista Conference Center and the adjoining hotels.

Language was added to the policy under *VI. Special Events* to allow employees to wear casual day attire to work when a snow event has occurred and the local public school (Papillion/La Vista) has closed for the day. This brings consistency and eliminates the guesswork for Department Heads and employees.

The City Administrator, Assistant City Administrator and all department heads had an opportunity for input regarding the amended policy.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING CHANGES AND REVISIONS TO AN EXISTING STANDARD OPERATION POLICY.

WHEREAS, the City Council has determined that it is necessary and desirable to establish Standard Operation Policies as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Standard Operation Policy entitled Employee Dress and Appearance Guideline has been reviewed and revisions recommended.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the Standard Operation Policy entitled Employee Dress and Appearance Guideline, and do further hereby direct the distribution of said Standard Operation Policy to the appropriate City Departments.

PASSED AND APPROVED THIS 19TH DAY OF MARCH, 2013.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

SUBJECT: EMPLOYEE DRESS AND APPEARANCE GUIDELINE
DATE ISSUED: JUNE 20, 2006
ISSUED BY: BRENDA GUNN, CITY ADMINISTRATOR
UPDATED:
UPDATED BY: BRENDA GUNN, CITY ADMINISTRATOR

I. General

- A. Authority to determine the appropriate attire for employees of the City rests with the City Administrator.
- B. In establishing these standards, the City Administrator will consider the work to be performed, working conditions, the employee's comfort and the image presented to the public.
- C. An employee who fails to meet prescribed standards may be asked to leave the workplace and return appropriately attired. The time required for the employee to meet the standard may be charged as vacation, or if necessary, leave without pay.
- D. It is recognized that City Departments could have unique needs or circumstances that might require additional guidelines other than those established herein. Department Heads have discretion to establish additional dress and appearance guidelines specific to their department.
- E. It shall be the responsibility of the Department Head (or his/her designee) to ensure that employees comply with these guidelines.

II. City Uniforms

- A. The City provides uniforms at no cost to certain categories of employees. These employees will wear the prescribed uniform except when otherwise approved or directed by the department head.
- B. Employees will keep their uniforms neat, clean, and in good repair. Soiled, torn, excessively faded or ill-fitting uniforms are inappropriate for wear.
- C. Wear of the City-issued uniform during activities and events that promote the City's image is encouraged; however, employees should exercise discretion in doing so. Additionally, uniforms will not be worn while drinking alcohol.
- D. Employees are not authorized to wear the City-issued uniform or other items of clothing with the City name or logo while performing work for another employer without prior permission from their Department Head (or his/her designee).

III. Professional Business Attire

- A. For men, professional business attire consists of a suit with tie or a sport coat, slacks, and a tie. Professional business attire for women is considered a dress or skirt or slacks with a blouse and a sweater or jacket.

- B. Professional Business attire is the appropriate dress when representing the City at a public forum either inside or outside the City. This includes court appearances, meetings with other government officials and meetings with business and community leaders.
- C. Department Heads are encouraged to wear professional business attire when attending City Council meetings. Other employees who, in their capacity as a City employee, make presentations at Council meetings are to follow the same guidelines. Casual business attire is acceptable as an alternative; however, ties are encouraged for men. City logo windbreakers and fleece are not considered appropriate attire for Council meetings.

IV. Casual Business Attire (See below for Casual Friday Attire)

- A. Casual business attire is defined as slacks and a shirt or sweater, with or without a tie, for men. For women, casual business attire includes skirts (excluding mini skirts), dresses, slacks, below knee length capri pants/gauchos (no denim), and a sweater, shirt, or blouse. Included in this category of apparel are collared City logo shirts, long or short sleeved.
- B. Casual business attire is appropriate for most work days, training sessions, and workshops unless otherwise noted by the City Administrator.
- C. Clothing items considered inappropriate for wear include beachwear, tank tops, mini-skirts, midriff tops, denim pants (jeans), sweatshirts, t-shirts, sweat suits (warm-up suits), leggings, shorts, swimming pool shoes (flip-flop, thongs) and tennis shoes. Additionally, any item of clothing with offensive or inappropriate slogans or messages is not authorized for wear.
- D. Due to the nature of their work, employees who spend a majority of their time in a "field" environment (outdoors) rather than in an office environment, and do not have a City uniform provided, can choose to wear denim pants (jeans), appropriate shirts, and City logo windbreakers and fleece on all work days in lieu of Casual Business Attire.

V. Casual Friday Attire

- A. Casual Friday attire is defined as slacks (including denim) and a shirt/sweater for men. For women, casual Friday attire includes slacks (including denim), "below knee length" capri pants/gauchos, and a sweater, shirt, or blouse. Sweatshirts with City or collegiate/professional sports associated logos are permitted, including collared City logo shirts, long or short sleeved, and City logo windbreakers and fleece.
- B. Clothing items considered inappropriate for wear include worn or frayed denim attire, leggings, sweat suits (warm-up suits), beachwear, tank tops, shorts, mini-skirts, midriff tops, t-shirts, tops with inappropriate advertising (alcohol, tobacco, etc.) and swimming pool shoes (flip-flops, thongs).
- C. Employees whose position calls for the wear of a uniform (i.e. Public Works, Police Officers, etc.) will wear the prescribed uniform.

- D. Casual Friday attire may be worn to attend informal workshops and City Council workshops as noted by the City Administrator

VI. Special Events

- A. From time to time during the year, the City may designate a day (or other time period) to recognize special events that occur in the community, county, or region. On such designated days, employees will be informed of appropriate attire.

B. In the event of snow and closing of the Papillion/La Vista Public Schools or a later opening time for city offices, employees will be allowed to wear Casual Friday attire for that day

VII. Other

- A. Any employee working in an office environment shall not display any visible tattoos and/or brandings while on duty. Said employees shall cover any visible tattoos and/or brandings by wearing a City approved uniform or appropriate business clothing or by use of a skin patch (any patch or bandage of neutral tone similar to the employee's skin tone).