



DRESS CODE

PM-78-02

Section: 78-00, EMPLOYEE CONDUCT

PURPOSE AND SCOPE

All City employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is dress and appearance. All employees are representatives of the City and therefore dress and appearance should: (1) present a professional or identifiable appearance for customers, suppliers, and the public; (2) promote a positive working environment; (3) limit distractions caused by inappropriate dress; and (4) ensure safety while working.

It is incumbent upon each Division Director of the City of Memphis Government to inform their employees of the City's Dress Code policy, and to post this policy on all employee bulletin boards located within their Division.

POLICY

APPROPRIATE BUSINESS ATTIRE

- I. Employees are expected to dress in a manner that is normally accepted in comparable government operations. All attire should be appropriately fitted.
- II. Where uniforms are required, they must be worn during working hours. The uniforms should be neat and clean when the employee arrives for work. (Employees required to wear uniforms should also refer to their specific departmental rules.)
- III. Where uniforms are not required, appropriate business attire should be worn. Although not an exhaustive list, examples of appropriate business attire are as follows:

Women	Men
Suits	Suits
Dress Slacks, Khaki/ Twill pants	Dress Slacks, Chinos or Dockers
Skirts (no more than one (1") inch above the knee)	Dress Shirts with buttons and collars
Dress Shirts with Open Collars	Dress Shirts with Open Collars
Coordinated Pants and Shirts	Coordinated Pants and Shirts
Polo-Type Shirts with collars	Polo-Type Shirts with collars
Dresses (no more than one (1") inch above the knee)	Sweaters and cardigans
Blouses	Blazers/ sport coats
Sweaters and cardigans	Ties
Nylons/ stockings	



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INAPPROPRIATE BUSINESS ATTIRE

The “No’s” while working

- Shorts, except where necessitated by non-routine, work-related activities)
- Anything denim, (jeans, shirts, skirts and dresses), also includes colored denim except where necessitated by non-routine, work-related activities
- Ripped, soiled, patched or stained clothing and hats
- Clothing, hats or visors that contain offensive language or display alcohol, tobacco or illegal substance related language and/or images
- Hats or caps indoors (except where allowed as part of the work uniform)
- Mini-skirts
- Exposed midriff/tops or under garments
- Shoes: thongs, flip-flops, house slippers
- Underwear worn as outerwear
- Athletic wear (jogging suits of any type, unless allowed as a part of work requirements)
- Spandex or Lycra such as biker shorts
- Tennis shoes (unless allowed as a part of work requirements or medically necessary)
- Tank tops, tube tops, halter tops, tops with bare shoulders, backless, bare midriffs (unless worn under another blouse, shirt, jacket)
- Beachwear
- Off-the-shoulder tops
- Evening wear
- No revealing, exceptionally deep cut, or inappropriately-fitted clothing
- Political Paraphernalia
- Spaghetti-strap tops/dresses (unless worn under another blouse, shirt, jacket),

The City does not authorize or endorse “Casual Days” as a routine policy. Exceptions to this section require the prior approval of the Division Director and the Chief Administrative Officer. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear items inconsistent with this policy.

REASONABLE ACCOMMODATIONS

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex or national origin. The City will make reasonable accommodations when the situation requires an exception in response to an employee’s request for accommodation unless the accommodation creates an undue hardship on the City.



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DISCIPLINARY ACTION

Supervisors and managers are responsible for enforcing the dress code in their areas of responsibility. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate disciplinary action, and counseling employees who are inappropriately dressed. Violations of this policy may result in disciplinary action up to and including termination. If an employee's clothing fails to meet policy standards will be considered as reporting not ready to work and may be sent home for the remainder of the workday. Additionally, the employee may be subject to discipline up to and including termination. Disciplinary action for dress code violations should be issued in accordance with PM-38-01 – Discipline Policy and Procedures.

Any questions or complaints that cannot be handled by the employee's Division should be referred to the Director of the Human Resources Division or designee for guidance.