



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): DRESS CODE

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

DRESS CODE

A. Policy

It is the policy of the City of New Braunfels that each employee's dress, grooming, personal hygiene and appearance should be appropriate for the work situation. This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, safety, involvement with the public, required uniforms or other circumstances as defined by the Department Director. The City's overall goal in this policy is to ensure maximum flexibility to maintain good morale, respect individual style, and give due consideration to sound business practice. Therefore, the guidelines in this policy serve as a tool to help you gauge what may or may not be considered appropriate. If this policy causes concern due to religious beliefs, medical conditions or any other legally protected class, please contact the Human Resources Department to discuss appropriate options for accommodation. The following guidelines are intended to assist you in complying with the City of New Braunfels Dress Code Policy:

1. Attire must be appropriate and professional; no sheer attire without appropriate under shirts or garments: no attire such as tank tops, tube or halter tops, spaghetti straps, spandex or yoga pants [unless approved for the work setting], or cutoffs; skirts/dresses must be no shorter than approximately two inches above the knee. Clothing should fit appropriately and in such a way that is not tight or revealing. Anything that would be worn to a gym, beach, or to do yard work is not considered appropriate attire for the workplace.
2. Shoes must be appropriate for the work situation and adhere to safety standards. No "flip-flop" type shoes are allowed, and athletic shoes must be appropriate for the work situation and approved by the Department Director. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean and in good repair.
3. Jeans (denim of any type or color) are allowed on approved days (Fridays or last day of week) or when appropriate for the work situation. Jeans must be in good condition [no holes or tears].
4. T-shirts or shorts are allowed based on business needs of the Department, and all shirts must be free of commercial advertising or inappropriate messages.
5. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean,



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presentable appearance.

6. Hair must not be unnaturally colored or be an extreme hairstyle that does not present a professionally appropriate appearance. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style.
7. Any jewelry must be non-distracting; no professionally inappropriate facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs or any jewelry considered to be a safety hazard during business hours or when representing the City.
8. Gauges (or large holes in the ears) are generally not appropriate for the workplace but may be permitted at the discretion of the Department Director.
9. Tattoos must be non-offensive; no revealing of professionally inappropriate tattoos during business hours or when representing the City. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang membership or gang activity, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age. Any offensive body ornamentation is not permitted and must be covered in the workplace.

Department Directors are responsible for establishing reasonable dress codes for their individual departments that are appropriate for the job being performed or the work situation, outside of an office environment. Certain employees may be required to wear uniforms. For those employees wearing approved, City-furnished uniforms, the uniforms shall be relatively clean, and free from tears and rips. The City logo and employee's name shall remain visible and should not be covered up or shielded unless a jacket or sweater is worn over the uniform shirt because of weather conditions. Employees who wear hats or caps during business hours or when representing the City must wear City issued hats or caps only [Please reference the Uniform Parameters Policy].

B. Violation of Dress Code Policy

Management is expected to enforce these guidelines and speak to employees for violations of any of the sections of the Dress Code Policy. Any employee who does not meet the standards of this policy will be directed by the employee's Manager/Supervisor or Department Director to take corrective action, which may include leaving the workplace until he/she is properly dressed or groomed. An employee's failure to comply with a Manager's/Supervisor's or Department Director's directive to



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take corrective action will be grounds for disciplinary action. The decision about whether the employee will be compensated during time away from work to comply with this policy is made by the Department Director.

C. Uniform Parameters Policy

1. These guidelines do not apply to public safety employees' uniforms.
2. The City will determine which positions are required to wear uniforms at all times when working.
3. The City will determine for each position what uniform will be provided [shirts, pants, shorts, footwear, hats, and jackets]. If footwear is provided, it will be replaced once per year.
4. Every employee in the position will be required to wear the uniform provided; no other clothing will be allowed.
5. The City will purchase and provide the uniform; uniforms must be purchased through an approved vendor.
6. Hats/caps/visors – employee will have the option to have a baseball style cap, visor or full brim hat for additional sun protection. Hats can have either an all-white or the full color City logo. Hats can be navy, khaki or straw. Employees may be allowed to deviate from the hats/caps/visors policy as approved by the Department Director, City Manager or Assistant City Manager.
7. Procedures for the purchase of footwear provided by the City will be determined by each department.
The City will pay up to \$125 for boots. The City will determine boot specifications [for example, steel toe required] for the position. The employee can choose the footwear that meets these specifications. If the employee chooses footwear that costs more than \$125, the employee must pay the additional cost. Footwear will be replaced once a year.
8. In no instance will the City reimburse an employee for their individual purchase of clothing/uniforms to be worn at work.
9. The City will determine whether uniform cleaning will be the City's or the employees' expense.
10. Cleaning of clothing not provided by and paid for by the City will be done only with the Department Director and City Manager's approval.
11. Some employees may receive a clothing/cleaning allowance.



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12. Employees may be required to represent the City and be recognized as a City employee but are not provided uniforms [as described above] and are not required to wear the City attire daily. These employees may be provided City logo shirts depending on available funding.
13. Departments may request funding for the purchase of City logo shirts for their department. The style and color of the shirts provided for business needs will be determined by the Department Director. The employee can choose any style from an appropriate catalog and/or website based on the parameters designated by their Department Director.
14. Any employee can purchase additional logo shirts using the parameters for colors and styles described above, including jackets, fleeces, and other clothing at the employee's expense. Employees cannot put the City logo on any apparel that does not meet the requirements listed above.
15. Employees can only wear City-issued uniforms during work hours.
16. Special event t-shirts are not included in these guidelines.