

**City of Seaside**  
**EMPLOYEE PERSONAL APPEARANCE**  
**AND**  
**GROOMING STANDARDS**

**A. PURPOSE**

This policy is established to provide a guideline for employee attire and grooming standards. Consistency in the application of the guidelines will ensure a professional appearance; reduce the likelihood of frustration caused by disparity between departments in the application of personal appearance standards; ensure employee safety; and present a professional image of the City to the public. Department Directors will establish whether professional, business casual or uniform is the dress standard for the department, and whether or not department employees may participate in Casual Friday.

**B. POLICY**

It is City policy that all employees will present a professional personal appearance while on duty. Acceptable grooming and attire standards shall bear a reasonable relationship to an employee's work. These standards will take into account safety and the presentation of a professional image of the City to the public. It is the policy of the City to reasonably accommodate the religious practices of employees, unless doing so would create an undue hardship upon the City.

**C. APPLICATION**

This policy applies to all full and part-time employees with the exception of Police and Fire Department personnel.

**D. DEPARTMENT GUIDELINES**

- 1. Uniforms:** Employees working in positions for which uniforms are required are expected to wear clean and well maintained uniforms on each scheduled work day/shift and when working in an on-call, callback, or emergency assignment.
  - a. Police Personnel: Police Department employees shall follow the uniform and appearance policy as established by the Chief of Police.
  - b. Fire Personnel: The Fire Chief shall establish and maintain a uniform and appearance policy for Fire Department personnel.
  - c. Resource Management: Personnel assigned to field work shall be issued uniforms in accordance with the direction provided by the Deputy City Manager – Resource Management. At the discretion of the Deputy City Manager – Resource Management, personnel assigned to field work (such as Building Safety personnel) may wear jeans.
  - d. Recreation: Recreation Division employees directed to wear uniforms shall follow the policy established by the Assistant City Manager.

- 2. Professional Attire:** Professional attire is the traditional professional business look. Professional attire should be worn as needed to present the appropriate appearance for meetings or special events, including but not limited to regular City Council Meetings, meetings with businesses, and/or when representing the City.

  - a. Examples for Men: Traditional two or three piece suit with tie; slacks and sports coat, dress shirt with collar, and tie; dress sweater and slacks with necktie. Dress shoes as footwear.
  - b. Examples for Women: Pant suits; skirt and blouse; dress; dress slacks and blouse or sweater. Dress shoes as footwear.
  
- 3. Business Casual:** Business casual attire provides employees with an opportunity to dress more informally while maintaining a professional appearance. Business casual dress is appropriate on normal business days when an employee's duties don't involve the necessity to dress more formally.

  - a. Examples for Men: Slacks (twill, khaki, or corduroy); Blazer/sport coat; sweater/cardigan; knit golf shirts or polo shirts; and sport shirts with collars (long or short sleeved). Jeans are not allowed. Leather boots or loafers are acceptable footwear.
  - b. Examples for Women: Slacks (twill, khaki, or corduroy); casual top; shirt and blouse; sweaters/cardigans; and knit golf shirt or polo shirt. Jeans are not allowed. Leather boots, loafers, and pumps are acceptable footwear. Sandals may be worn so long as they do not create a safety issue.
  
- 4. Casual Friday:** Upon approval of Department Director, employees may participate in Casual Friday. Employees are expected to use good judgment when attending meetings or appointments, particularly with members of the public where casual wear would not be appropriate.

  - a. Acceptable attire: Jeans and casual blouse/shirt are acceptable as long as they are well maintained (clean, no holes or tears). Athletic shoes are acceptable for wear with jeans.
  
- 5. Grooming Standards:** Employees must be appropriately groomed in order to present the most professional appearance to the public. Good personal hygiene is expected at all times in the workplace.

  - a. Personal hygiene: Good personal hygiene is required at all times. All clothing must be neat and in good repair. Hair must be neat, clean, and well groomed. Beards, mustaches, and sideburns must be maintained in a neat and well-groomed fashion.
  - b. Perfumed scents: Perfumed scents are increasingly added to a wide variety of products (perfume/cologne, after-shave, hand lotion, cosmetics, hygiene products, detergents, etc). Therefore, it can be overpowering to be in close quarters with several people who are heavily perfumed and scented. The many different smells and scents can cause allergic reactions, headaches, and trigger asthma attacks. As a business courtesy, refrain from using heavily scented products at work.

- c. **Jewelry:** Jewelry is acceptable if it does not present a safety concern, or detract from the work environment or the professional appearance of the employee. Jewelry must be tasteful, not too flashy, and not too loose fitting.
- 6. Body piercings:** Employees of the City are expected to project a professional appearance while at work and not endanger themselves or others with excessive body piercing. Therefore, failure to follow the body piercing regulations contained in this section shall be grounds for discipline.
  - a. No objects, articles, jewelry, or ornamentation of any kind shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth except that women may wear two sets of reasonably-sized earrings in each lobe.
  - b. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.
  - c. If an employee has a question about how the piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.
- 7. Tattoos:** Employees of the City are expected to project a professional appearance while at work. Therefore, failure to follow the tattoo regulations contained in this section shall be grounds for discipline.
  - a. No tattoos are allowed anywhere on the head, face, or neck.
  - b. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.
  - c. No visible tattoos shall be larger than 4 x 6 inches.
  - d. Any non-conforming tattoos will be covered with clothing or a bandage while at work.
  - e. Employees required to represent the City at public counters and meetings will be required to cover any visible tattoos during the performance of those duties.
  - f. If an employee has a question about how the tattoo policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.
- 8. Unacceptable Attire:** Not all casual clothing is appropriate for the workplace. An item that is perfect for working in the yard or playing sports isn't appropriate for the workplace, nor is clothing that is too revealing. Without exception, it is unacceptable to wear clothing that is dirty or excessively worn, torn, ripped, frayed, or wrinkled. The following examples are considered unacceptable attire:
  - a. Shorts or skorts;
  - b. T-Shirts;
  - c. Spandex/lycra, leggings, stirrup pants, or other form fitting pants;
  - d. Sweat suits, wind suits, or warm-ups;
  - e. Bib-overalls;
  - f. Short skirts (more than 4 inches above the knee);

- g. Midriff bearing shirts;
- h. Low-rise/hip-hugger pants;
- i. Extremely loose-fitting (baggy) clothing;
- j. Shirts with large graphics, words, logos, or sayings;
- k. Any clothing item or style that may be associated with gangs;
- l. Halter tops or backless clothing;
- m. Sun Dresses;
- n. Provocative or revealing attire;
- o. Flip-flops; and
- p. Hiking boots.

**9. Special Circumstances:** Department Directors may establish exceptions to this policy as needed based on special circumstances. Examples of special circumstances include special work assignments, medical conditions, and/or non-normal working hours and situations.

**10. Discipline:** If an employee is found to be outside of the acceptable grooming and attire standards, the employee will be sent home to correct the deviation. The employee may use accrued leave during their absence. A second or subsequent deviation from acceptable grooming and attire standards will again result in the employee being sent home. Such subsequent incidents will be cause for disciplinary action.

**11. Disputes:** Department Directors will establish the dress standard for the department. Questions regarding reasonable accommodations will be directed to the Personnel Services Manager.

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**RECEIPT OF THE CITY OF SEASIDE'S  
EMPLOYEE PERSONAL APPEARANCE AND GROOMING  
STANDARDS**

*Please read the policy carefully to ensure that you understand the policy before signing this document.*

I certify that I have received a copy of the City of Seaside's Employee Personal Appearance and Grooming Standards. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

I agree to observe and follow the appearance and grooming standards. I understand that failure to abide by the policy could result in disciplinary action.

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date