

**MEMORANDUM**

TO: Mayor and City Council

FROM: Mandy Biehler, Human Resources Manager

SUBJECT: RESOLUTION ADOPTING A CITY OF COTTAGE GROVE DRESS CODE POLICY

DATE: December 6, 2023

Background

The purpose of the attached Dress Code Policy (Exhibit A) is to establish minimum standards for work clothing for City employees.

City employees contribute to the culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with customers and members of the public.

It is the City's policy that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. By creating a clear dress code policy to help define what type of clothing and attire is acceptable for our employees, we are creating a professional environment in the workplace.

Recommendation

It is staff's recommendation that Council approve the proposed resolution to add the Dress Code Policy to the current City of Cottage Personnel Handbook.

Cost

Staff time only.

  
\_\_\_\_\_  
David Clyne, Interim City Manager

  
\_\_\_\_\_  
Mandy Biehler, Human Resources Manager

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING A DRESS CODE POLICY

WHEREAS, the City of Cottage Grove City Council through Resolution No. 2115, adopted an updated Personnel Manual; and

WHEREAS, it was deemed necessary to incorporate a Dress Code Policy for the City of Cottage Grove; and

WHEREAS, the Dress Code Policy establishes minimum standards for work clothing for City employees and contributes to a professional environment in the workplace.

NOW, THEREFORE, BE IT RESOLVED that the Cottage Grove City Council approves the Dress Code Policy set forth in Exhibit A attached hereto, and by this reference incorporated into the Personnel Manual.

BE IT FURTHER RESOLVED that this resolution will take effect immediately upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 11<sup>th</sup> DAY OF DECEMBER, 2023.

\_\_\_\_\_  
Candace Solesbee, Mayor

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mindy Roberts, City Recorder

Dated \_\_\_\_\_

## EXHIBIT A

### Dress Code Policy

#### PURPOSE

It is the City's policy that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate attire during normal business operations.

#### POLICY

Employees of the City are required to dress appropriately for the jobs they are performing. This policy shall apply when employees are engaging in official City business or are otherwise representing the City.

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:

- Present a professional or identifiable appearance for external and internal customers as well as the public.
- Promote a positive working environment.
- Limit distractions caused by inappropriate dress.
- Ensure and promote safety while at work.
- Dress in a manner that is normally accepted in comparable operations.

#### Appropriate Attire

- Neat and Well-Groomed during working hours, employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and ensure that their clothing is clean, not torn/wrinkled, ripped or stained.
- Professional Attire — Employees should use common sense and good judgment in determining what to wear to work.
- Where uniforms are required, they must be worn during work hours. The uniforms should be neat and clean when the employee arrives for work.
- Job Specific — this dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements.
- Impeccable personal hygiene is required.
- Attire and footwear must be appropriate for work setting, particularly if there is public contact.
- Department Heads have discretion to further expand on what is considered appropriate attire within their respective departments/divisions.

#### Prohibited Attire

Some attire is unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- Any clothing that contains an offensive word, message or slogan or picture directed at, race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law or is otherwise in violation of City policy.
- Gym wear or beachwear.

- Shorts, unless approved by Department Head. If approved, shorts must be knee length or longer, no gym/basketball type shorts, no holes, rips, stains. Shorts are not appropriate for performing all job tasks/duties, and should not be worn if they prohibit the employee from performing their job in a safe manner.
- Clothing that reveals the employee's under garments.
- Spandex, Lycra, or leggings unless worn with a shirt/dress that is a length that reaches to approximately mid-thigh or lower.
- Tank tops, tube tops, halter-tops, or shirts with spaghetti straps.
- Off the shoulder tops.
- Lounge wear (i.e. pajama pants)
- Sweatpants.
- Miniskirts.
- Flip-flops.
- Any clothing that reveals the employee's stomach, full back, cleavage, or chest, or otherwise revealing attire.
- Attire with logos/graphics (other than City logos); during designated holidays, festive/seasonal, and team sports attire may be worn, with prior approval from a Department Head.

Exceptions to this policy require the prior approval of the Department Head and the City Manager. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear items inconsistent with this policy.

#### Special Accommodations

It is the intent of this policy to comply with all applicable state, local and federal laws prohibiting discrimination based on race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status.

The City will make every effort to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for said employees to comply fully with the dress code policy. Employees should contact their Department Head to request such a reasonable accommodation. Department Heads and the Human Resources Department will work with the employee to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City.

#### Disciplinary Action

If an employee's clothing fails to meet policy standards it will be considered as reporting not ready to work and the employee may be sent home. Employees who are sent home to change their attire must utilize their own accrued leave time, or time off without pay. Subsequent violations of this policy may lead to progressive discipline, up to and including termination.

#### Operational Procedure

##### *Human Resources*

Requests for advice and assistance in administering or interpreting this policy should be directed to the HR Department.

Employees shall receive the dress code policy upon commencement of employment and/or through initial email distribution and by posting on the City's Human Resources web page.

##### *Employees*

Responsible for adhering to this policy.

*Department Heads, Managers and Supervisors*

Enforce the dress code policy in their areas of responsibility. If questionable attire is worn, the respective Department Head or department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

If an obvious policy violation occurs, the Department Head will hold a private discussion with the employee and ask the employee to go home and change their attire immediately, as appropriate.