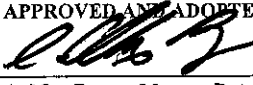
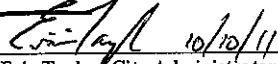
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: PERSONAL DRESS AND APPEARANCE
	NUMBER: GEN 8.0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date	

PURPOSE: To provide dress code guidelines for City employees which are not only appropriate to the respective area of work to which each employee is assigned but also in keeping with the City's goal to present a businesslike appearance to the general public.

STATEMENT OF POLICY

It is the policy of the City of Smyrna that the dress and grooming of City employees not only be fitting to respective work situations and assignments but also in keeping with the City's goal of presenting an appropriate, businesslike appearance to Smyrna citizens and the general public.

All administrative support employees, in particular, are subject to daily business contact with the public and, as such, represent the City in their appearance as well as their actions. The personal appearance of administrative support employees, therefore, is a factor in determining the image projected by the City. The properly attired employee (i.e., one who is attired in a businesslike manner) helps to create the favorable image desired by the City and rightfully expected by the public whom employees serve.

All City employees, both men and women, are expected and required to dress either in their assigned divisional uniform OR (if no uniform is assigned) in a conventional manner that presents a neat and businesslike image to the public. In every case, the dress of City employees is to be governed by the requirements of safety and appropriateness to the specific City job assignment.

Except in areas where required by work assignment, the wearing of jeans, shorts, or t-shirts is inappropriate. Casual Fridays as designated by the respective department heads give employees an opportunity to wear less formal attire, but "business casual" attire should be worn rather than shorts, t-shirts, etc.

Suggestive attire (such as short-shorts, tank tops, or other revealing or inappropriately tight items) is not permitted at any time as such attire does not present a businesslike appearance.

If a City employee reports for work inappropriately dressed, the supervisor or department head will instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee must either take annual leave, compensatory time, or unpaid leave during such time away from work.

Repeated violations of this policy will be cause for further disciplinary action, up to and including termination.

The City Administrator will be the final judge in any question of propriety of dress. Employees who have questions regarding appropriate dress are encouraged to direct such questions to their respective department head, the Human Resources Director or the City Administrator's office.