

The following language updates Personnel Rules:

III Conditions of Employment, O. Personal Appearance to go into effect July 1, 2022

The following standards apply to all City employees who are otherwise not required to wear City provided uniforms and/or other attire which identifies that person as a City employee.

The City of Upper Arlington Dress Code and Personal Hygiene policy is used to help City employees present themselves in a professional way to customers, residents, and colleagues, while giving some space for expressing one's authentic self. Appearances reflect not only oneself but the City of Upper Arlington.

Dress Code

Monday-Thursday will be Business Casual for most office employees. Business Professional attire, however, may be required depending upon your work. For example, employees who attend formal meetings, City Council meetings, or formal gatherings on behalf of the City, etc. will be expected to wear business professional attire.

Fridays are casual dress days where employees may wear a more relaxed version of their attire. On occasion, the City Manager may allow other days to be designated as casual dress days.

Employees should take into account their schedule and assigned duties to ensure the appropriateness of their attire. Clothing shall be conducive to the safe and effective performance of required job duties. The City reserves the right to prescribe appropriate dress and grooming standards and to set standards that are in the best interest of each department.

- If a question arises about the appropriateness of attire, these should be resolved by employees and their supervisors or Department Head. Human Resources will provide guidance and clarification to employees and managers; however, in the event that a Department Head finds clothing to be unacceptable, the employee may be sent home to change or experience another form of disciplinary action for repeat and offensive attire as set forth in this policy. Time spent not at work to change attire will be paid using leave time or if no leave time is available, as unpaid.
- Discrepancies regarding determining if any other clothing items are acceptable shall be at the discretion of the Director of Human Resources or their designee. This determination will evaluate the following:
 - Personal safety of self or others
 - Productivity or performance expectations.
 - Offensiveness to co-workers, customers, vendors or others in the workplace based on political, racial, sexual, religious, ethnic or other characteristics or attributes of a sensitive or legally protected nature.
 - Professional office setting.

Employees that are exempt from this policy are uniformed personnel, personnel who actively conduct field work or other employees who work in departments where certain projects require more casual attire.

Table: Monday-Thursday Business Casual Attire

Appropriate	Inappropriate
Suits	
Slacks, khakis, dress pants, pants cropped below the knee	Clothing items which could be deemed as inappropriate, offensive or political in nature.
Jeans and denim clothing (with some exceptions)	Business casual jeans and denim clothing with tears, holes, fading or fraying. Bright colored jeans or styles that have “flashy” or graphic details
Skirts or dresses	Shorts*, strapless sundress (without cover), athletic wear (athletic pants, shorts and tops)
Dress shoes or sandals (this may include more casual boat shoes, loafers, etc.)	Flip-flops (thong/beach-style sandals) and Athletic footwear**
Shirts or blouses – polo and cotton shirts, oxfords, sweaters, turtlenecks and others	Clothing with rips, tears, or holes; is revealing or in general inappropriate for the workplace
City of Upper Arlington uniform/attire/branded clothing	Clothing (hats, buttons, pins, and other items) with visible slogans, messages, logos, or advertising (that are not City of Upper Arlington related)

*Unless employee’s work day requires outdoor work

**sneakers are allowable on casual dress days or due to medical reasons. Documentation must be provided by a healthcare provider for a medical reason.

In regards to headwear, the City of Upper Arlington will reasonably accommodate any religious or cultural practices around headwear/coverings.

Uniforms

Uniform guidelines are set forth in Administrative Memorandum 2009-01-01. Each Department Head, with approval from the City Manager, may request changes to this policy.

Wearing a uniform item outside of work is prohibited unless the employee is working or commuting to or from work. If the employee(s) decides to attend any social activities directly after work, the City asks that the employee change out of their City uniforms first.

Grooming and Hygiene

In addition to proper dress, employees are expected to present an acceptable personal appearance and follow daily hygiene practices.

Employees shall not have tattoos (visible or not visible) that depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images.

In instances of religious or cultural practices, the City of Upper Arlington will reasonably accommodate practices involving body piercings and tattoos. The employee should make a request for accommodation to the Human Resources Director.

In the case of all other piercings and tattoos, the employee should consider the following for appropriateness:

- Personal safety of self or others.
- Location on the body
- Quantity
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic or other characteristics or attributes of a sensitive or legally protected nature.
- Professional office setting.

If a question of appropriateness remains, the manager and employee will consult with the Human Resources Director for final determination.

Fragrance

Fragrant products including but not limited to perfumes, colognes, fragrant body lotions or hair products that may be offensive to others or could trigger an allergic reaction should be used in moderation out of concern for others in the workplace.

Approval:

A handwritten signature in blue ink, appearing to be "S. A. S.", is written over a horizontal line.

City Manager Signature






Personal Appearance Personnel Rules update effective 7.1.2022

Final Audit Report

2022-06-30

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