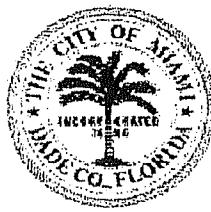


City of Miami



Administrative Policy Manual

APM 2-10: Dress Code Policy

Purpose To establish basic guidelines for appropriate work dress that promotes a positive image of the City of Miami while also allowing maximum flexibility to maintain good morale; respect individual religious, racial, gender-specific, and ethnic attire; and give due consideration to safety and sound business practice.

Effective this date, this Administrative policy supersedes all previous directives relating to this subject.

General

A. All employees are responsible for presenting themselves to our citizens and the community in a manner that supports acceptable standards of good professional grooming and etiquette. Dress and personal grooming which communicates a professional image to our citizens, potential employees, and community visitors helps to instill confidence in our ability to provide a high standard of quality service. While the City recognizes the need and desire of employees for individual expression, we also recognize the varying cultures, ages, health, and tastes of our community. For this reason, anything that could be considered a safety hazard, offensive, distracting or otherwise diminish the confidence of our citizens in our ability to deliver quality services will not be permitted.

B. Employees will be expected to exercise good judgment in their choice of work clothes. All clothing must be clean, neatly pressed, in good repair and appropriate to the work setting. All clothing should be tailored to ensure that it is not tight, baggy, short, revealing, or scanty. Any clothing, or lack of clothing that is distracting in appearance or inappropriate, either due to fit, cut or style (e.g. low-cut tops; t-shirts, sneakers; sweatpants; exercise pants; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; mini-skirts; shorts; sun dresses; beach dresses; flip-flops, etc.) is not permitted.

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**General
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- C. Employees having a conflict with any aspect of this policy, based on cultural, religious traditions or medical reasons may request an exemption. The employee must place the request in writing to the Department of Employee Relations, Labor Relations Division. Labor Relations shall review the request and determine whether an exception will be granted.
- D. Department Directors, subject to the approval of the Labor Relations Division, may establish a more specific dress code for their Department that is consistent with the intent of the portrayal of a professional image at all times. Appropriate clothing for the job duties and the level of citizen contact to be experienced should be the primary consideration.
- E. Supervisors are responsible for enforcement of the dress code. Employees may be sent home to change if they are out of compliance with the dress code. Failure to comply may result in disciplinary action, up to and including termination.

Administration

Although the policy is an effort to establish some broad parameters for employees, most departments have at least some uniqueness in terms of operating needs, such as customer expectations and safety. Therefore, regulation of employee dress will be managed at the department level.

Guidelines

The City Of Miami Commission Meetings

Any staff person who appears before the City of Miami Commission Meeting or one of its appointed boards or advisory committees must wear appropriate attire. This may include a coat or tie for the men and skirts, slacks, pantsuits or dresses for the women.

Casual Fridays

1. Designated Day: Fridays will be considered a dress down day, unless as noted below in the Exceptions section. Attire for Casual Fridays will be "business casual." Business casual attire is defined as less formal than those worn on regular workdays but appropriate to the job functions being performed and the professional image of the City. Jeans are not acceptable unless specifically approved by the City Manager or the Director of Employee Relations or at the discretion of the director of the operating department if the employees are performing specific tasks (e.g. equipment installation).

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Guidelines
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Exceptions:

- Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.
- Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to occupational health and safety or other business related reasons, must adhere to those safety standards deemed appropriate by the department head.

2. Other Designated Dress-Down Days: The City Manager or the Director of Employee Relations may, from time to time, designate other days as dress down days. Employees will be allowed to wear casual clothing that is clean, pressed and neatly maintained.

Uniforms

1. Employees who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean, pressed and neatly maintained.
2. Employees who terminate employment are required to return uniforms issued to them.
3. Employees and volunteers shall exercise caution in their conduct when wearing apparel with insignia, logos and/or language indicating an affiliation with the City of Miami.
4. Hats are not to be worn unless they are required as part of the uniform, and/or for safety reasons. Hats will be removed when indoors.

Footwear

1. All footwear will be clean and should be sturdy, stable and safe.
2. Footwear should be appropriate to the duties and responsibilities of the employee.
3. Employees medically required to wear athletic shoes must obtain approval from the operating department's director/designee.

Personal Grooming

1. Employees should be sensitive to the fact that customers and other employees may have sensitivity to aftershaves, colognes, and perfumes and they should be used in moderation.
2. When wearing jewelry to work, employees should select jewelry that projects a professional image.
3. Tattoos must not be offensive. Tattoos should contain no nudity or obscenities nor promote any racial, ethnic slurs or criminal behavior. Tattoos of this nature must be covered at all times with clothing or bandages.

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Guidelines
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4. Visible body piercing should be kept to a minimum and managers should consider the appropriateness given the nature of the duties and the impact on public confidence.

**Special
Circumstances**

Religious, Racial, Gender-Specific, or Ethnic Attire

Nothing in the City dress code policy is intended to abridge legal rights relating to non-discrimination or hinder the advancement of diversity at the City of Miami. Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire. If disagreements arise, an opinion of the Department of Employee Relations, Labor Relations Division, will be requested and adhered to by the parties of the disagreement.

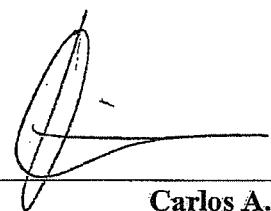
Facial Hair and Hairstyles

Nothing in the City dress code policy is intended to regulate individual choices such as beards and hairstyles. Individuals employed in areas with public health considerations such as serving or cooking food, potentially dangerous machinery or where other uniform or dress considerations are in place due to occupational health and safety or other business related reasons, must adhere to those safety standards deemed appropriate by the department head.

Policy Number: APM 2-10

Date: 5/06/2010

Issued By:



Carlos A. Migoya
City Manager

REVISIONS	
<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
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