



RE: PERSONNEL HANDBOOK: DRESS CODE POLICY 6.1

Background:

A dress code policy is important because it sets the parameters on how employees should dress and look, while at work. The City of Nixa has not updated its dress code policy in over five (5) years. We would like to condense the policy in the handbook and have a specific set of rules that will cover all city employees.

Analysis:

The City's dress code policy should be discussed and updated on a regular basis to address trends/issues that could be a hinderance for hiring talented staff.

Recommendation:

Staff recommends the policy change.

MEMO SUBMITTED BY:

Amanda Hunsucker | Director of Human Resources
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RESOLUTION NO. 2022-113

1 **A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY'S**
2 **PERSONNEL CODE BY MODIFYING POLICY 6.1 TO UPDATE THE CITY'S DRESS**
3 **CODE POLICIES.**

4 _____
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6 **WHEREAS** City Charter Section 7.2 requires the Council to adopt a Personnel
7 Code; and

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9 **WHEREAS** the City maintains its Personnel Code in the Personnel Handbook,
10 which is modified by Resolution from time to time; and

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12 **WHEREAS** the City Council desires to modify Policy 6.1 to update the City's dress
13 code policies for City employees.

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15 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**
16 **NIXA, AS FOLLOWS, THAT:**

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18 **SECTION 1:** The City's Personnel Code is hereby amended by repealing the
19 current Policy referenced within the Personnel Code as "6.1 Dress Code" and adopting
20 in lieu thereof a new policy which is set forth in "Resolution Exhibit A." "Resolution Exhibit
21 A" is attached hereto and incorporated herein by this reference as though fully set forth
22 herein.

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24 **SECTION 2:** This Resolution shall be in full force and effect from and after its final
25 passage by the City Council and after its approval by the Mayor, subject to the provisions
26 of section 3.11(g) of the City Charter.

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RESOLUTION NO. 2022-113

47 **ADOPTED BY THE COUNCIL THIS 14th DAY OF November, 2022.**

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ATTEST:

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PRESIDING OFFICER

CITY CLERK

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55 **APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2022.**

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ATTEST:

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MAYOR

CITY CLERK

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63 APPROVED AS TO FORM:

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CITY ATTORNEY

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RESOLUTION EXHIBIT A

(Note: Language to be added is indicated by being underlined. Language to be removed is indicated by being ~~stricken~~.)

6.1 Personal Appearance and Dress Code Standards.

6.1.1 Personal Appearance Standards.

Employees shall maintain their personal hygiene and appearance to project a professional image appropriate for their department and for their assignment. Individual departments within the city may have additional personal appearance standards.

A) Hair

- a. Hairstyles for all members must be neat in appearance. Distracting haircuts or colors are not allowed.
- b. Facial hair must be maintained and neat in appearance. Distracting styles and colors are prohibited.

B) Tattoos

- a. While representing the City of Nixa in an official capacity, no tattoos shall be visible that are sexually explicit, contain nudity, obscene material, ethnic slurs, gang symbols, promote discrimination or endorse criminal activity. These tattoos must be covered at all times during work hours.

C) Body Piercing

- a. Piercing of the ears
 - i. Distracting piercings of the ears is not permitted.
 - ii. Ear gauging is permitted if the gauge is 2g (6mm) or smaller.
- b. Facial piercings
 - i. Facial piercings (including tongue piercings) may not be worn during business hours.
- c. Nose piercings
 - i. Are allowed in left or right nostril only.
 - ii. No septum piercings.

- iii. Nose piercings may only have a stud or hoop that is 20g (6mm) or smaller.
- iv. No double hoop or multiple nose piercings. Nose chains are not allowed.
- d. All other body piercings and alterations
 - i. Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire and is a deviation from normal anatomical features and that is not medically required is prohibited.
 - 1. Such body alteration includes, but is not limited to, the following:
 - a. Tongue splitting
 - b. The complete or transdermal implantation of any material other than hair replacement or breast augmentation
 - c. Branding or scarification

6.1.2 Non-Uniformed Employees

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times during normal business hours or when officially representing the City of Nixa. Generally, staff should wear business attire (including denim jeans) unless their specific job functions necessitate alternative attire. Department specific attire will be approved by the department head as necessary.

- A) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
 - a. Denim jeans shall not have rips, tears or have ragged edges.
 - b. Denim jeans shall be dark wash and shall not be acid washed, cropped and should be a continuous color.
- B) Business attire shall include but not be limited to button style shirts with collars, polo shirts, khaki pants, slacks, suits, dresses, sweaters, blouses, and leggings.
 - a. Leggings-may only be worn under dresses or shirts that come to at least 3" above the knee when standing.
- C) The following are not considered business attire: Muscle/tanks tops, T-shirts (unless worn under other clothing), shorts, sweatshirts/sweatpants, exercise clothing, backless tops or dresses, skirts that are shorter than 3" or more above the knees when

standing, anything with spaghetti straps, tennis shoes, sneakers, canvas shoes or “flip flop”/thong shoes.

Any employee in violation of this policy will be expected to bring their attire into compliance. This may include being asked to leave work, change clothes, and return in suitable attire. Employees will not be compensated for lost work time if they must return home to change. Repeated or extreme violations of this dress code policy will result in additional disciplinary action, up to and including termination of employment.

6.1.3 Uniformed Employees

The City of Nixa provides uniforms to persons holding certain positions within the City in order for the public to recognize these persons as City employees. For persons holding these positions, wearing of the uniform is a requirement of the job.

- A) Ownership and title to all issued uniforms and equipment are vested in the city. Equipment and uniforms shall be replaced on an as-needed basis.
- B) No item of uniform or equipment shall be transferred or exchanged by any department personnel without supervisor approval.
- C) When an employee vacates their position, all issued uniforms and equipment shall be returned to the City.
- D) Uniforms are only to be worn while on duty, while in transit to or from work, or at other official department functions or events.
- E) Unless specifically authorized by the City Administrator, employees may not wear any part of the uniform, be photographed wearing any part of the uniform or official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify themselves as an employee of the City of Nixa to:
 - a. Endorse, support, oppose or contradict any political campaign or initiative.
 - b. Endorse, support, oppose or contradict any social issue, cause, or religion.
 - c. Endorse, support, or oppose, any product, service, company, or other commercial entity.
 - d. Appear in any commercial, social, or nonprofit publication, or any motion picture, film, video, public broadcast, or on any website.

6.1 Dress Code

6.1.1 Non-Uniformed Employees

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times during normal business hours. Our professional image is an important aspect of our organization. Whether or not your job responsibilities place you in direct contact with City Officials, State Officials, Legislators or the public, you represent the City with your appearance as well as your actions. The properly attired employee helps to create a favorable image for the City. Situations in which inappropriate attire is worn and/or any exceptions to the dress code will be addressed by the employee's Department Head in consultation with the City Administrator. Employees who are improperly attired may be required to leave work to change their attire. Hourly employees will not be compensated for the time they are away from work to change improper attire. If questionable, do not wear it.

Clothing and accessories must never constitute a safety hazard.

6.1.2 Inappropriate Attire:

The following shall be considered inappropriate office attire:

Tee shirts or midriff bearing shirts

Spaghetti strap or tank top shirts (unless an appropriate cover is worn)

Tube tops or halter tops

Muscle shirts

Clothing that is torn, dirty or frayed or that in any way reveals undergarments or could be considered immodest in what part of the body is exposed

Anything with writing, a symbol or picture that the casual observer could construe as offensive; vulgar, racially insensitive, or sexually suggestive

Exercise gear

Camouflage

Leggings or spandex unless worn under a dress

Swimwear

Casual shorts or gym shorts

House slippers or flip flops

Clothing, shoes or boots that are in disrepair

Please note that some departments may prohibit visible tattoos of any kind through written departmental policy approved by the City Administrator. But for employees of departments without such prohibitions, tattoos containing nudity, obscenities, ethnic slurs, gang symbols, promote discrimination or endorse criminal activity must be covered at all times during work hours.

~~Some departments may prohibit any forms of body piercings through written departmental policy approved by the City Administrator. But for employees of departments without such prohibitions: no facial piercing, gauging, tongue piercing/gauging or ear gauging is permitted.~~

~~6.1.3 Uniformed Employees~~

~~The City of Nixa provides uniforms to persons holding certain positions within the City in order for citizens and customers to easily recognize these persons as City employees. For persons holding these positions, wearing of the uniform is a requirement of the job. City supplied uniforms are for work hours only. Upon leaving City employment, all uniforms, keys and equipment shall be returned before receiving final paycheck. The following rules and regulations shall apply for the departments specified.~~

~~6.1.4 Electric, Water, Wastewater, Street & Recycle Departments~~

~~Uniforms are provided for employees of these departments. These shall include shirts, pants, and jackets. During the summer months, City purchased t-shirts (no tank top style and no cut-off sleeves) may be worn with the approval of the Superintendents. Employees are responsible for all uniforms supplied to them, and should any uniforms be unaccounted for on inventory, the employee shall reimburse the City for the cost of the missing items. Employees of the Electric Department shall wear protective clothing that meets the NESC approval.~~

~~Should an employee desire to not wear the supplied uniform pants, they may supply their own jeans. These jeans must be free of holes and frayed seams and hems and be approved by the Superintendent.~~

~~6.1.5 Police Department~~

~~The City of Nixa provides officers with all uniform items with the exception of undergarments and foot apparel. Employees will be allowed a minimum of three sets of clothing with replacements being provided as needed and approved. The following items shall be considered as parts of the provided officer's uniforms:~~

Hat	Inner and outer belt	Bullet-proof vest
Tie	Holster	Flashlight
Shirt	Firearm	Handcuffs
Pants	Coat	

~~Officers shall be responsible for the dry cleaning of their uniforms.~~

~~Officers may wear apparel as authorized when participating in various work-related activities as required by the City.~~

~~Civilian personnel:~~

~~Shirts will be provided.~~

~~Clerks — Slacks: business casual or dress~~

~~Community Service Officers — Slacks: business casual or BDU style~~

~~6.1.6 Utility Billing Office~~

~~Office Staff:~~

~~Employees will be provided shirts bearing the City name and department and shall be worn on a daily basis. Employees will provide their own slacks or skirts. Jeans and tennis shoes may not be worn except when participating in Dress Down Friday. Employees will be provided with a minimum of five long and five short sleeved shirts. Shirts will be replaced as needed and approved.~~

~~Utility workers:~~

~~Uniforms are provided and consist of T-shirts, shirts, pants, jackets and FR protective clothing. During periods of hot weather, employees may wear T-shirts supplied by the City. T-shirts must be sleeved and cannot have seams open under the arm or be tank top style. Knee length shorts may be worn with the approval of the Supervisor.~~

~~FR Protective clothing meeting NESC approval shall be worn when disconnecting/connecting electric meters.~~

~~6.1.7 Building Inspectors & Building and Grounds Maintenance~~

~~The City will supply shirts with the City logo and appropriate department indication. A minimum of five short and five long sleeve shirts shall be provided. Employees shall wear jeans or pants supplied by the employee. During the summer months, employees may wear knee-length shorts. Jeans and shorts must be free of holes, frayed seams and frayed hems.~~

~~6.1.8 Parks Department~~

~~Uniformed:~~

~~1. Athletic shoes (not sandals) are permitted.~~

~~2. Staff whose current workday consists mostly of attendance at gym or outdoor programs may elect to wear more comfortable appropriate clothing with supervisor approval.~~

~~3. T-shirts and sweatshirts from Nixa Parks and Recreation past teams or past programs are to be worn on Dress-Down Friday only.~~

~~4. While wearing twill or dress slacks is expected, occasional and infrequent wearing of denim pants is acceptable so long as they are not excessively faded or worn and are free of holes and frayed hems and seams. Men shall wear shirttails tucked in.~~

~~All sports officials are required to wear clothing specified in their job description, and in most instances, at their expense. Sports scorers, concession staff and other part-time and/or seasonal temporary staff are required to wear department issued T-shirts or sweatshirts identifying them as department staff.~~

~~Aquatics staff are permitted to wear sandals. Lifeguards: Women's swimwear will consist of one of their choice of department issued one-piece or tankini-style two-piece swimsuits. Men's swimwear consists of department issued boxer-style swim trunks. All aquatics staff are required to wear department issued T-shirts whenever they are in the building with the exception of the aquatics office.~~