

# HUMAN RESOURCE POLICY

#3 (ADMIN)

## DRESS CODE

Approved by: **Personnel Board** 3/28/2013

**City Council** 2/25/2014

**Mayor of Omaha:** Jean Stothert  
**City Council President:** Pete Festersen  
**Human Resource Director:** Michele Frost

*Pursuant to the Omaha Municipal Code, Section 23-65, this document is a Human Resource policy of the City of Omaha. Please check the City's website, <http://www.cityofomaha.org/humanresources/public-documents/hr-policies> for the latest version of this policy. Where no policy or guideline exists or if there are questions on this policy, please contact the Assistant Human Resources Director/Labor Relations Director in the Human Resources Department.*

### Purpose:

The purpose of this policy is to ensure that City of Omaha employees maintain a business-appropriate appearance. Work attire should be appropriate to the job task and assignment. As City representatives, employees should present a clean and professional appearance when in contact with other employees, elected officials, and members of the public. Employees are expected to use good judgment and common sense in choosing their workday attire. It is the intent of the City of Omaha that any dress code policy created hereunder shall not discriminate against any employee based on race, color, religion, sex, national origin, or any other protected class under the law.

### Policy:

#### **A. Standards for Dress**

Generally, all employees will dress in a manner that projects a professional, neat, business-appropriate appearance. Each department director shall have the authority to set the proper dress code, including whether to require business attire or business casual, for his or her employees in their respective areas of work. Directors shall also maintain the ability to create different dress codes for their entire department, or within certain divisions, and even by certain work locations or sites. Department directors may contact the Assistant Human Resources Director/Labor Relations Director to assist in creating dress codes for their employees. Several factors will determine the restrictions and guidelines on proper work attire, including, but not limited to:

- the nature of the assigned work tasks and job assignments;
- whether such employee will be working primarily indoors or outdoors;
- federal, state and local safety regulations and requirements;

- requirements on the purchase and wearing of uniforms in a respective union labor agreement;
- interactions and meetings with the public, business agents, elected officials, and other officers;

As mentioned above, certain employees will be provided with uniforms and other City equipment, tools, and safety gear. Employees should look at their respective agreements or interdepartmental policy as to the purchase, maintenance and wearing of such City uniforms.

## **B. Casual Dress**

Each department director may authorize or deny casual or business casual dress days for employees in his/her department on a departmental basis, by division, or for individual work sites.

An employee's participation in casual dress day is optional. Employees should not participate in any casual dress day when that employee has a scheduled meeting or presentation in which such casual wear would not be business appropriate.

Each director may place any dress restrictions as he or she deems necessary. Generally, the following rules should be followed:

- No clothing that is ripped, torn or has holes.
- No unduly revealing or provocative attire.
- No attire inappropriate for the particular job.
- No clothing that portrays a negative image or has inappropriate advertising or logos (e.g., drugs or alcohol related materials, obscene or inappropriate portrayals or pictures).

The department director may determine if the casual day should serve as a fundraiser for a department charity. In any event, the director is encouraged to provide some kind of identification (button or sticker) to be worn by employees identifying that the wearer is participating in casual day.