

Personal Hygiene & Hair

Employees are expected to be neatly groomed and free of body odor. Employees should be considerate of co-workers who may be sensitive to strong fragrances. Hair should be neat, clean, and maintained. Employees may not come to work with their hair dyed in colors other than those colors that may occur naturally (such as blonde, red, or brown highlights) or styled in distracting styles such as Mohawks, distracting spikes, shaved emblems, etc. Hair should be worn in a manner that is safe for the job being performed.

Tattoos

Tattoos must not be visible regardless of the graphic. Exceptions do apply for current employees who have visible tattoos that can not be covered. Exceptions are grandfathered into the guidelines for existing tattoos. New tattoos that can not be covered would be in violation of these standards.

Underclothing Showing

Underclothing may not be shown at any time such as underclothing showing through or above top of low rise pants, boxers above low hanging pants, bra straps hanging out of shirts, etc.

Jewelry

Jewelry worn on the face or tongue must be removed while working. The following provides additional guidelines on acceptable jewelry:

Acceptable Jewelry	Unacceptable Jewelry
<ul style="list-style-type: none"> Earrings that are safe for the job being performed Jewelry that does not create a safety concern Accessories that are in good taste and not distracting in the work environment 	<ul style="list-style-type: none"> Facial piercing including, but not limited to: nose, mouth, eye brow. Vulgar, symbols of violence, or derogatory in nature Multiple heavy neck or hanging pocket chains Pierced tongue when the job involves communicating with the public

Accommodations

Certain religious or medical circumstances may result in Tooele City considering reasonable modifications to the above listed guidelines. Requests for such accommodations may be made to the responsible department head or director of human resources for consideration.

Violations of Standards

Tooele City expects employees to take personal pride in presenting a professional image. Employees will be notified of these guidelines. If you are found to be in violation with these standards, it will be brought to your attention and you may be asked to go home at your own cost/time, change, and/or return when you can meet the standards. We understand that in many circumstances, violations are not intentional and by bringing this to your attention, you will have a better understanding of the City's expectations. Repeat violations of this policy will follow Tooele City's disciplinary policy found in your Personnel Policies and Procedures Manual.

Department Specific Dress & Grooming Standards

Your department may have established verbal or written dress and grooming standards that address the unique needs of your job or the department. In such cases, you are entitled to receive such standards in writing upon request.

Special Events or Days

There may be days when a special event or activity is planned and alternate dress standards may be adopted. In such cases any deviation from the dress standards will be announced.

Casual Friday

There is no casual Friday or other designated casual day.

Effective Date

These standards are effective May 1, 2006.



Tooele City Corporation

Professional Image Standards



Promoting Professionalism, Safety, and Comfort

- You can take pride in working for Tooele City. We present a workforce that is professional in appearance as well as performance.
- These standards are designed to give you guidelines on appropriate dress and grooming for your work. They have been designed to promote a consistent, professional image while promoting confidence, safety, and comfort for employees.
- Tooele City has established the following Professional Image Standards, which broadly define dress and grooming guidelines for City employees. Your department may adopt and notify you of other approved guidelines that meet the unique needs of your work assignment.



Dress Standards for Office or Similar Employees

Acceptable

Unacceptable

Shirts & Tops

- Pressed & Clean
- Blazers
- Blouses with appropriate neckline
- Collared shirts
- Golf or polo shirts
- Suits and pantsuits
- Sweaters
- Turtlenecks
- T-shirt with Tooele City logo embroidered
- Sleeveless business attire provided underclothing is not showing, underarm is not revealing, and top seam on sleeve is at least 2 1/2 inches in width

- Wrinkled –except wrinkled by design
- Backless
- Midriff, or shirts that reveal skin of mid section when you move
- Ripped, frayed, or torn
- Faded or worn
- Sheer, tight, or revealing
- Shirts with derogatory or offensive messages or advertisements
- Spaghetti strap tops
- Sweatshirts
- T-shirts without City logo embroidered
- Tank tops or muscle shirts

Pants & Bottoms

- Pressed and clean
- Capri pants with a mid-calf length
- Slacks or dress pants
- Pantsuits
- Cargo/Carpenter Pants not of denim material

- Wrinkled - except wrinkled by design
- Ripped, frayed, or torn
- Faded or worn
- Sheer or revealing
- Bib overalls
- Athletic type clothing: sweat pants, sweat suits, etc.
- Capri pants shorter than mid-calf
- Parachute pants
- Denim material pants
- Leggings
- Low-rise or ultra low-rise pants
- Pajama type clothing
- Shorts
- Skorts—shorts that look like skirts from the front and shorts from the back
- Tight

Skirts & Dresses

- Pressed and clean
- Just above knee or longer
- Professional in appearance
- Appropriate neckline
- Denim skirts
- Sleeveless (see above guideline under tops)

- Wrinkled - except wrinkled by design
- Ripped, frayed, or torn
- Faded or worn
- Backless
- Hems or slits shorter than knee-length when standing or slightly above the knee when sitting.
- Skirts or dresses that reveal the top of thigh high nylons or tights when sitting down
- Sheer (except sleeve) or tight
- Low rise or ultra low rise
- Spaghetti strap dresses
- Strapless dresses
- Skorts (see above guideline regarding pants and bottoms)

Footwear & Hats

- Dress shoes
- Loafers or boat shoes
- Dress boots
- Dress flats
- Dress sandals

- ALL Athletic/sport type footwear
- Sneakers
- Hiking boots or hiking shoes
- Sneakers that are clogs
- Athletic sandals such as Tevas
- Bare feet or socks only
- Slippers
- Flip flops/thongs that are similar to those worn at a pool or in a shower
- Hats

Dress Standards for Field Workers, Laborers, or Similar Employees



Acceptable

Unacceptable

Shirts & Tops

- Clean and preferably pressed
- Shirts with appropriate neckline
- Collared shirts
- Golf or polo shirts
- Sweatshirts preferably with City logo
- Sweaters
- Turtlenecks
- Coats
- Jackets
- T-shirt with Tooele City logo embroidered or silk screened
- Athletic type clothing that is appropriate for the work environment (I.e. parks and recreation employees working at ball fields may wear warm-up suit and/or sweat suit preferably with City logo
- Sleeveless provided underclothing is not showing, underarm is not revealing, and top seam on sleeve is at least 2 1/2 inches in width

- Wrinkled –except wrinkled by design
- Backless
- Midriff, or shirts that reveal skin of mid section when you move
- Ripped, frayed, or torn
- Faded or worn
- Sheer, tight, or revealing
- Shirts with derogatory or offensive messages or advertisements
- Spaghetti strap tops
- T-shirts without City logo
- Tank tops or muscle shirts
- Tube tops

Pants & Bottoms

- Clean and preferably pressed
- Capri pants with a mid-calf length
- Slacks or dress pants
- Levis
- Athletic type clothing that is appropriate for the work environment (I.e. parks and recreation employees working at ball fields may wear warm-up pants and/or sweats preferably with City logo
- Coveralls or similar protective clothing

- Wrinkled - except wrinkled by design
- Ripped, frayed, or torn
- Faded or worn
- Sheer or revealing
- Bib overalls
- Capri pants shorter than mid-calf
- Parachute pants
- Leggings
- Low-rise or ultra low-rise pants
- Pajama type clothing
- Shorts
- Skorts—shorts that look like skirts from the front and shorts from the back
- Tight

Skirts & Dresses

- None

- Skirts and dresses are not acceptable clothing for employees in these types of jobs

Footwear & Hats

- All athletic/sport type footwear
- Sneakers/tennis shoes
- Hiking boots or hiking shoes
- Steel toe shoes where desired and/or required
- Hats that are in good condition- free from holes, rips, tears, stains, and have graphics appropriate for the work environment. It is preferred that if ball hats are worn they have a Tooele City logo. Hats must be worn with brim facing forward.

- Dress shoes, boots, and flats
- Loafers or boat shoes
- Sandals of any kind
- Sneakers that are clogs
- Athletic sandals such as "Tevas"
- Bare feet or socks only
- Slippers
- Flip flops/thongs that are similar to those worn at a pool or in a shower

Tooele City has made arrangements with Advantage so you can easily have a City logo embroidered on any personal clothing. The cost is \$5 and they have the logo image available. Advantage can be reached at 882-7474.