




TOWN OF MOORESVILLE ADMINISTRATIVE POLICY

Title: Personal Appearance	Staff Affected: All References: None
Approved By:  <hr/> Town Manager	Approved: February 22, 2022 Effective: February 22, 2022 Rescinds: Policy #3: Personal Appearance Policy Index #: AP-HR-007

1.0 SUPPLEMENTS

None.

2.0 DEFINITIONS

Town employee – shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

3.0 POLICY

The purpose of this policy is to establish personal appearance standards.

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be excluded by the Town Board.

It is the policy of the Town that all employees shall project a positive, polished, and professional personal appearance. The Town recognizes that different applications of this policy may be necessary depending on the degree of customer contact, nature of work and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the Department Director. However, employees needing dress code accommodations may contact Human Resources.

4.0 POLICY PROVISIONS

4.1 General

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees may dress in a manner that aligns with their gender identity.

4.2 Dress

The Town is confident each employee will use their best judgment in following acceptable dress standards. Department Directors, Managers and Supervisors may identify additional inappropriate dress items, relevant to the work environment. Employees should follow departmental guidelines in regard to professional dress standards.

The following are classified as inappropriate dress items:

1. Any clothing displaying advertising, unless endorsed by the Town of Mooresville. Brand logos are permissible.
2. Sweatpants, jogging suits, and cut-off shorts
3. Any clothing that reveals bare backs and midriffs
4. Any inappropriately revealing or sheer clothing
5. Tube tops, tank tops or like shirts
6. Any hats, caps, or head coverings that do not bear the Town of Mooresville or departmental emblem.

4.3 Appearance

Employee's hair should be clean and neatly trimmed or arranged. Clean personal hygiene habits must be maintained. Body piercings and tattoos are permitted; however, inappropriate, or offensive markings must be covered during working hours

4.4 Fragrances

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers. As such, strong-smelling perfumes, colognes, and body lotions are discouraged.

4.5 Uniforms

Individual departments have the authority to define appropriate professional dress standards for their employees, including the requirement to wear special clothing or uniforms.

4.6 Consequences of Non-Compliance

Supervisors are responsible for ensuring appropriate dress standards are maintained and have the authority to send employees, who do not meet personal appearance guidelines, home without pay. If an employee is requested by management to return home to change into acceptable attire, accrued vacation or holiday leave will be used to offset the employee's absence. If accrued vacation or holiday leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy may be cause for additional disciplinary action up to and including termination.

5.0 ATTACHMENTS

None.