

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 26 REFERENCING ARTICLE 1 OF THE HUMAN RESOURCES MANUAL
ADOPTED 02-27-2018

A RULE PERTAINING TO EMPLOYEE APPEARANCE AT WORK

Section 1. Overview

Since appearance standards can change over time, this policy is intended to provide individuals in all departments with a baseline of guidelines on how to present themselves in an acceptable, professional manner as employees and representatives of the City of Branson. The City of Branson adheres to an appearance standard that can be found in most any local professional business environment. Therefore, the following standards are established for projecting a professional image that is safe and appropriate for the various environments under which City employees work.

Section 2. General Guidelines for Dress

A. Standard Office Attire

Employees working in a standard office environment are generally expected to be neat, clean and professional in their appearances, to include attire, hygiene, hair and overall deportment. Standards of normal attire include business formal or business casual/business "smart." The most common exception to this is that employees may wear jeans, sweatshirts or athletic shoes on "Casual" Fridays or during times of inclement weather that includes snow or ice conditions.

Apparel worn for Casual Friday will also be allowed on any Thursday where the next day is a City holiday, the entirety of the Thanksgiving holiday week, and from December 24 to January 2 of each year. Casual Friday attire will also be permissible for special fund raising events sponsored by the City; for special days determined by the Director as a reward for staff; or in the event of an HVAC system failure at work where the employee works.

B. Uniformed Department Standards

Employees who work in departments with City-assigned or prescribed uniforms are expected to adhere to their respective departmental uniform policies. Primarily this applies to the Police and Fire Departments. Such standards shall be applied consistently to all employees in a particular class of work. Others in such departments who are not subject to the uniform policy, and whose work is primarily office work, are expected to follow the standard office attire guidelines as detailed above.

Any departmental uniform policy, or any part thereof, that differs from this rule must be approved by the City Administrator prior to implementation or enforcement.

A copy of any such departmental uniformed policy shall be kept by the department in an easily accessible location to its employees. Official copies of any departmental uniformed policy, must be regularly maintained in the City Clerk's Office and in Human Resources.

C. Non-office Attire

That which is appropriate in one location may not be appropriate in another. As such, each department, with approval of the City Administrator, may establish its own professional standard that may or may not include a uniform or City of Branson logo'ed attire. Generally speaking, these standards will be for work conditions that involve mostly outside and non-office work.

A copy of any such non-office attire policy shall be kept by the department in an easily accessible location to its employees. Official copies of any departmental non-office attire policy, must be regularly maintained in the City Clerk's Office and in Human Resources.

D. City of Branson Uniform or Logo Attire

It is important to understand the impact of wearing a City of Branson uniform ("City of Branson uniform" means wearing City issued clothing, or any clothing, hat, pin, logo, label, insignia, or other item that identifies the person as a City employee). By wearing a City uniform, an employee is clearly acting as a representative of the City. This applies to both on-duty and off-duty hours. In order to project an image in-line with Branson Values, an employee should be cognizant of where they wear their City apparel and not wear it in any location that could cast the City in a bad or negative light. Additionally, an employee should not wear a City of Branson uniform in public that is in disrepair or is otherwise not appropriate for the work setting. There is also a specific prohibition for wearing a City uniform while participating in a political campaign.

E. Name Badges

Employees who do not wear uniforms with their names printed, sewn or embroidered on them are encouraged to wear City-issued name badges while at work. Directors may exempt some or all of their departmental employees from wearing name badges as needed. The City, if allocated through departmental budgets, may provide up to two personalized name badges to employees at no cost for the employee; replacements for lost badges will be at the employee's expense.

F. Hats or Head Gear

Employees who spend a majority of their work hours outside are encouraged to wear hats or other head gear while at work, whether inside or outside, in accordance with City and their respective departmental standards. They may also wear them either outdoors or indoors, for meetings, gatherings, etc., as long as they are professional and clean in their appearance.

G. Safety Gear

Safety gear may be required for various jobs within the City of Branson. These requirements will be under the purview of departmental safety officer or City of Branson Safety Officer.

Additionally, employees are expected to wear apparel that protects them when they work and not have any part of their apparel (to include hair, jewelry, footwear, etc.) pose a safety hazard for either themselves or coworkers.

As slips, trips and falls are a major safety concern, it is important that City of Branson employees make sure they wear proper footwear for the work environment. Steel-toed footwear may be subsidized by the City for those employees who lift/move heavy objects and need foot protection at work.

Employees observed not wearing protective gear as required by safety standards for their working environment may be subject to progressive discipline, up to and including termination of employment.

Section 3: Hygiene

Employees who work in a standard office environment are expected to be neat and clean and with no discernable offensive body odor nor excessive use of perfume or cologne.

Employees who do not work in a standard office environment are expected to report for work each day neat and clean with no discernable offensive body odor.

Section 4: Tattoos, Scarification, Body Art, and Body Modifications

All employees are expected to present a professional, clean, non-offensive, non-disruptive and safe appearance while at work. Employees may have/display tattoos, scarifications, and body art or body modifications at work as long as they meet departmental standards and do not violate prohibitions set forth for City-wide standards of content and placement as listed below. Should an employee's tattoo violate these standards, the employee must keep the tattoo covered at all times while on duty.

A. Content

Tattoos, scarifications, and body art or body modifications located anywhere visible on the body that are prejudicial to good order, discipline, and morale, or are of a nature that brings discredit to the City of Branson are prohibited while at work. Specifically prohibited are those that include/resemble/advocate/represent the following:

- 1) Criminal behavior;
- 2) drug use or drug paraphernalia;
- 3) violence or warfare of any kind;
- 4) misspelled word(s);
- 5) profanity, hate speech or vulgarity;
- 6) animal cruelty or abuse;
- 7) promiscuity or sexual activity of any nature;
- 8) groups subversive to the government of the United States, the State of Missouri or the City of Branson, or groups supporting illegal activities;
- 9) known criminal gang affiliation, supremacist or extremist groups;
- 10) bigotry in any fashion depicting racial, country of origin, gender, sexual-orientation, or sexual identity discriminatory attitudes or behavior; or
- 11) blood; bone; skull; sliced or pierced skin; genitalia; breast(s); bodily secretions; torture of any kind; or graphic horror images.

B. Placement

Visible tattoos, scarification, body art or body modification shall be prohibited at work on an employee's:

- 1) Head;
- 2) Face (except permanent makeup specific to tattoos used as permanent eyebrows or eyeliner, or as permanent lip liner, applied "modestly and conservatively");
- 3) Neck above the crew neck tee shirt line;
- 4) Tongue or nose;
- 5) Eyelids, mouth or ears, either inside or outside; or
- 6) Any part of the hand, finger(s) or palm of the hand (except one tattoo on one finger of each hand around the entire circumference of the fourth proximal digit/second most ulnar finger [i.e., the "ring finger"], however, it must not extend beyond where the ring would naturally rest on the finger between the lowest knuckle and main part of the hand).

Any employee contemplating getting a new or modified tattoo, scarification, body art or body modification must first obtain guidance by the Human Resources Director as to whether or not such addition/change may be visible while at work prior to having the procedure performed. Failure to obtain such guidance in advance may result in the employee being required to cover the addition/change while on duty.

Section 5: Piercings

As described in Section 4, employees are expected to present a professional, clean, non-offensive, and non-disruptive appearance while at work. The Human Resource Director reserves the right to request that an employee remove jewelry or objects used for piercings that are deemed unprofessional, offensive or disruptive. Should the piercing be deemed unprofessional, offensive or disruptive, the jewelry must be removed at all times while on duty.

Section 6: General Appearance Enforcement

A. Violations of Appearance Standards

In the event the employee's appearance poses a safety hazard (e.g., for wearing jewelry, loose clothing, long hair, inappropriate footwear, etc.) in the work environment, the supervisor and/or Director is empowered to direct the employee to immediately, if possible, address the issue.

Employees who project a less than professional image as delineated in this rule while at work, may also be directed by their supervisor/Director to the Human Resources Director for determination on whether their appearance is appropriate for the workplace. Those employees whose appearance is determined by the Human Resources Director to be inappropriate may be required to change or cover the appearance issue, or may be sent home to change or to correct the appearance issue. If the employee has to go home to correct the appearance issue, such time away from work will be counted as vacation time, or compensatory time, and if no such accrued time is available, the time off will be unpaid.

B. Exceptions to Appearance Standards

Exceptions to these appearance standards while at work may be allowed by the Director or City Administrator for any of the following reasons:

- 1) Safety or security of the employee whereby a more restrictive policy may be enforced regularly or temporarily to help ensure a working environment free from harm based on specific conditions;
- 2) Departmental standards may be more stringent or more relaxed, as approved in advance of implementation by the City Administrator. This includes a uniformed appearance policy for departments for their respective lines of work. All elements of any departmental standard shall be consistently applied to all members of a class of employees (i.e., one standard for one employee and a different standard for another employee is prohibited) within said department; with the approval of this rule, any departmental uniform policy, or any part thereof, that differs from this rule must be approved by the City Administrator prior to implementation or enforcement;
- 3) Individual standards that may be relaxed on a person-by-person basis in light of medical issues or a physical limitations of the employee; or

- 4) Protections provided to employees under the guidelines established by Section 12 of the Equal Employment Opportunity Commission (EEOC) compliance manual.

The above Administrative Rule is hereby established and adopted in accordance with the Human Resources Manual of the City of Branson, Missouri.

Stanley E. Dobbins, City Administrator

Date