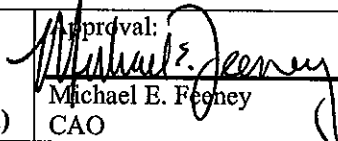
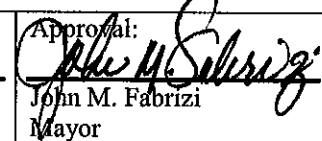


CITY OF BRIDGEPORT

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| Subject: | Approval:  Michael E. Feeney CAO | Approval:  John M. Fabrizio Mayor | Effective: June 1, 2007 Number: 14-96 Page: 1 of 2 |
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PURPOSE

To establish consistent guidelines related to personal appearance and appropriate attire for City employees.

SCOPE

All City employees in all departments within an office/indoor environment. Employees that are provided with a uniform and/or uniform allowance are required to wear such uniform. Uniformed employees in the Police and Fire Departments shall be expected to comply with the uniform standards for those departments. This policy excludes seasonal employees within the Public Facilities Department.

POLICY

A neat professional appearance is an expectation of all City employees. It shall be the responsibility of all employees to represent the City to the public in a manner suitable to a quality public service environment. Employees should always be well groomed and appropriately attired. It is expected that all employees will exercise good judgment and dress appropriately for their jobs.

Dress attire should be conducive to a professional environment, maintain office decorum and enable the employee to interact with citizens, visitors and fellow employees in a professional manner.

Factors to Consider. When determining appropriate dress for employees, the following should be considered:

- What is the nature of their work.
- What is the nature of their public contact, if any, and the normal expectations of outside parties with whom they work.
- What are the safety considerations of their work environment (e.g. safety shoes, eye and ear protection, hard hats, etc). *Employees are required to wear proper safety equipment at all times, with no exceptions.*
- Does their appearance reflect an image of professionalism and the City's concern for quality service to the citizens of Bridgeport.
- Is their appearance distracting or disrespectful of other employees, and
- Is their appearance consistent with other departments with similar environments.

Unacceptable Attire. The following items are examples of the types of dress that do not meet the City's objective of presenting a professional image to the public:

- Bicycle shorts, short shorts or athletic shorts, tights, sweat pants, jogging or warm up suits and other clothing more suitable for a gym.
- Torn, frayed, cut-off or ripped clothing of any description.
- Jeans or jean styled pants of any color.
- Sandals, jelly shoes/shower shoes, slippers, toe-loop shoes, flip-flops, and other shoes more suitable for the beach.

- Articles with any writing, pictures or logos that are vulgar, obscene, derogatory, insulting or otherwise disrespectful to members of our diverse work force.
- Tank tops, halter-tops, tight, immodest, see-through or otherwise revealing clothing, tops that reveal the midriff, pants that sit or are belted below the hips.

The above are guidelines for proper dress. Employees are expected to consult their supervisor in advance as to questions about the propriety of any particular attire. As an exception, employees may receive advance supervisor approval to wear jeans or gym attire in the event they will be moving or cleaning office space during the workday.

Business Casual Fridays. On Fridays only, employees will be allowed to dress in more casual attire. However, employees should still refer to the *Factors to Consider* above when determining appropriate dress. Furthermore, business casual Fridays does not allow employees to wear *Unacceptable Attire* as described above under any circumstances.

Acceptable and appropriate attire for business casual Fridays shall include collared short or long sleeve shirts, collared short or long sleeve button downs, sweaters, khaki pants, and khaki capris.

Policy Violations. The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt that correction is required. If continued counseling of the employee fails, the supervisor may initiate disciplinary action. Employees may be sent home in order to change their clothes if their attire is found to be vulgar, obscene, derogatory, insulting, disrespectful, or revealing. If such a situation arises, the employee will not be compensated for time missed from work.

The maximum effectiveness of our municipal government requires the unqualified confidence and trust of the citizens of Bridgeport. Our image as professionals impacts our ability to earn that confidence and trust.