

CITY OF SANTA CLARITA		POLICY/PROCEDURE
NUMBER III-17.1		SUBJECT: BUSINESS CASUAL DRESS POLICY
ORIGINAL ISSUE III-17	EFFECTIVE 07/23/2001	
CURRENT ISSUE III-17.1	EFFECTIVE 07/13/2009	CATEGORY : HUMAN RESOURCES
SUPERSEDES III-17		
RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE		

I. PURPOSE

The City of Santa Clarita is proud of its image of serving the public in a professional manner. The image of the City is projected through its employees in the appearance and actions of the employees. A properly attired employee helps to create a favorable image of trustworthiness, knowledge, and professionalism for the public who seek our guidance, input, and services.

II. POLICY

The City considers it important that employees are well-groomed, neat, and dress appropriately for their job function. The appearance employees project to the public and others they come in contact with while at work directly reflects on the City of Santa Clarita. To allow employees to work comfortably, yet still project a professional image, a daily Business Casual standard of dress has been implemented.

Employees are responsible for exercising personal accountability and good judgment on their attire. Employees must always consider each day's activities when determining what to wear. Business Casual attire is the expected daily wear; however, there may be situations requiring more formal Professional attire. Because all clothing is not suitable for the office, these guidelines will help employees determine what is appropriate to wear to work.

Business Casual Attire is the minimum level of dress that Santa Clarita employees are expected to wear daily. Business Casual is crisp, neat, and should look appropriate for even a chance meeting with a supervisor, a member of the public, the City Manager, or the Mayor. Business Casual is classic rather than trendy.

Clothing should be clean, wrinkle-free, in good condition, and not too tight or loose. All footwear should be appropriate to the duties and responsibilities for the employee and conform to any established City safety requirements.

- For men, Business Casual Attire is: pants that are often referred to as Dockers, khakis, corduroys, or dress pants; dress shirts with a collar (short or long sleeve), oxford shirts, polo shirts, shirts with collars, turtlenecks, or shirts with a City logo. Sport coats, blazers, cardigans, and pullover sweaters can be worn over an appropriate shirt. Footwear should be a men's loafer or dress shoe.

- For women, Business Casual Attire is: business dresses, skirts, or dress pants (mid-calf or longer) with an appropriate dress shirt, blouse, turtleneck, sweater, sweater set, or blouse with City logo. Blazers can be worn over an appropriate blouse. Footwear should be women's loafer, low/flat dress shoes, pumps, or dress shoes.

Professional Attire shall be worn to more formal situations such as City Council meetings, Commission meetings, and at any meeting where you are representing the City, as appropriate.

- For men, this is: A suit, a dress shirt with a collar, and a tie; or dress pants, dress shirt with a collar, sport coat, and a tie.
- For women, this is: A pant or skirt suit with tailored shirt or blouse; or skirt or dress pants with tailored shirt or blouse and a jacket (separates); or a dress with jacket if appropriate.

Not Appropriate to Wear

Attire should not be revealing, provocative, evening wear, athletic wear, workout clothes, too tight or loose; clothing should not be faded, have holes or tears, or be frayed. Clothing, hats, or pins that promote political affiliations, alcohol, tobacco or other drugs, obscene or inappropriate words or designs are not allowed.

- Tops: The following tops are considered inappropriate for work and should not be worn to work: halter tops, tank tops, tops with spaghetti straps, tops that bare the back, off-the-shoulder tops, strapless tops, plunging necklines, midriff-baring tops, sweatshirts, and plain or pocket T-shirts.
- Bottoms: The following bottoms are considered inappropriate for work and should not be worn to work: leggings, spandex, sweat pants, cargo pants, stretch pants, jeans/denim (of any color), mini skirts, skorts, shorts (unless a required part of an employee uniform).
- Dresses: Beach dresses, dresses too short, or dresses with inappropriate tops, such as spaghetti straps, halter, tank, strapless, etc., are not appropriate to wear to work.
- Footwear: No athletic/tennis shoes or sneakers, flip-flops, flat sandals, or industrial/hiking style boot should be worn to work (unless a required part of an employee uniform).

Uniformed Employees

Certain positions within City service require that a uniform or special apparel be worn. The uniform identifies the individual as a City employee. Uniformed employees are expected to wear their uniform properly and in its entirety. Uniforms should be clean, pressed, and well-maintained.

Uniformed employees are expected to wear their uniforms when performing normal work activities, regardless of the time of day or day of the week. When uniformed employees are participating in non-uniformed related activities, such as off-site or on-site trainings, meetings, or other non-uniformed related activities, the uniformed employees may elect to wear their uniform or follow the City's business casual dress guidelines.

Each department will determine what positions require a City uniform or special apparel, and will prepare and make available written guidelines. Uniform guidelines should be submitted to the Human Resources Manager for review and approval prior to implementation.

III. BUSINESS CASUAL FRIDAYS

Appropriate Business Casual Friday attire is the same as the Business Casual dress guidelines, with the exception that employees may wear full length jean pants or appropriate length jean/denim skirts on Fridays if the jean/denim pants or skirts are in good repair, not faded, not frayed, or free of holes or tears. Business Casual Friday attire applies to Fridays only (not the Thursday before an employee's Friday off).

IV. ACCOMMODATIONS

Employees who wish to request accommodations as a result of religious or medical issues, or on the basis of a legally recognized and protected status, may contact the Human Resources Manager. The request should include the nature of the accommodation that is being requested with sufficient detail to permit an informed decision on the request.

V. ENFORCEMENT

Managers and supervisors are responsible for monitoring and enforcing this policy.

VI. AUTHORITY

By the authority of the City Manager.


Kenneth R. Eulskamp
City Manager