



City of Rancho Cordova – Dress Code Policy

I. PURPOSE

The City of Rancho Cordova strives to present itself to the public as a professional service organization. In addition, the City desires to provide a pleasant work environment for its employees. It is understood that employees are individuals and may have differing opinions on what is considered acceptable grooming and dress. However, in light of our differences, this policy is intended to provide guidance on what is acceptable at the City. This policy does not claim to address every situation; therefore, absent any guidance employees should use their good judgment.

II. POLICY

The City of Rancho Cordova maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction. Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is, or is not, appropriate dress.

Employees shall wear clean and well-maintained attire consistent with the nature of their job. Employees are also expected to practice good hygiene. In consideration of others, who may have chemical sensitivities, wear perfume and colognes in moderation. In the event that an employee's perfume or cologne poses a health risk to another staff member, the City may adopt additional policies. Employees who have specific questions about appearance and dress should contact their supervisor. A good rule of thumb is, if you wear it to the beach, gym, or nightclub, it is most likely inappropriate.

The City reserves the right to require employees to change clothes that are not appropriate for the conduct of business with the public. The City Manager or his/her designee may authorize exceptions to this policy to celebrate holidays or promote or highlight special events.

In compliance with this policy, the following are examples of unacceptable attire:

- Torn, patched, faded or dirty clothing
- Halter tops, tube tops, muscle shirts, strapless tops, spaghetti strap tops spaghetti strap dresses, or short tops that reveal the midriff

- Shirts with slogans, advertising, foul language or obscene images
- Shorts (for men or women), low cut pants that reveal the midriff, sweat suits/warm-up suits, sweat pants or flip-flops
- Offensive tattoos shall not be exposed

III. EXCEPTIONS

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

Field Personnel Attire: Should also be professional in nature, but appropriate for the various situations/weather that occur in the field. Work boots and clothing that is more durable is expected.

Employees should wear the appropriate attire if representing the City at a meeting (including City Council meetings). Employees should always consider each day's activities when determining what to wear. Jeans are acceptable on casual Friday but must be in good condition.

IV. APPLICATION

This policy applies to all City employees and any person serving as a representative of the City of Rancho Cordova.