



Dress and Personal Appearance Policy

Purpose

Macomb Township strives to maintain a professional workplace environment that functions well and is free from unnecessary distractions. As part of that effort, the Township requires employees to maintain a neat and clean appearance that is appropriate for the workplace and assures employees' safety and ability to perform their job.

Procedures

Certain employees may be required to meet special dress standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Township employees who are provided uniforms under a collective bargaining agreement shall wear the uniform as specified in the agreement.

Township employees who are not provided uniforms may wear "Business dress" on Monday through Thursday and "Casual dress" on Fridays.

At the discretion of the Township Supervisor, in special circumstances such as holidays or special event days, employees may be permitted to dress in a more casual fashion than is normally required. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Clothing that has any perceived political, religious, off color, irreverent or in poor taste words, pictures or symbols on it is not allowed at any time. Any logos or wording that may be offensive to anyone is not to be worn in the workplace, regardless of where the workplace may be.

Macomb Township recognizes that appearance is a form of self-expression and wishes to make no effort to control or dictate employee appearance unless it poses a conflict with Township policy or operations, health and safety, or an employee's ability to perform his/her job. Macomb Township strictly prohibits discrimination of any kind based on race, color, religion, sex, national origin, age, marital status, disability, citizenship, or any other characteristic protected by law.

Requests for reasonable accommodation will be considered for situations requiring an exception. An employee who requires a reasonable accommodation should consult his/her Department Head or the Human Resources Department.

Personnel who work outside may wear shorts on a regular basis as long as they are not too short or fashioned from jeans (except on Fridays).

Employees must carry or wear their Macomb Township identification badge while at work.

Business Dress for Office Personnel

Appropriate	Inappropriate
<p>Collared shirts, golf shirts, polo shirts, blouses, sleeveless dresses or tops, dressy t-shirts, blazers, sweaters, jackets or sport coats, pants or slacks of any length including capris and cropped, Township logoed shirts</p> <p>Tights or legging type pants can be worn if the top covers the wearer sufficiently. (Half way to the knee at a minimum.)</p> <p>Casual or dress shoes, dress boots, slip on shoes, sandals, sling backs, loafers, mules.</p> <p>Athletic shoes for field workers</p>	<p>Low-cut or midriff-bearing tops</p> <p>Denim pants, spandex or yoga pants, shorts</p> <p>Mini - skirts/dresses (Considered mini if shorter than 2 inches above the knee)</p> <p>Rubber flip flops, slippers (unless medically necessary)</p>

Casual Dress for Office Personnel

Appropriate	Inappropriate
<p>All of the above - PLUS</p> <p>Jeans (must be clean and free of rips, tears and fraying)</p> <p>Dressy sweatshirts</p> <p>Shorts for those who will be working outside or in the field (every day)</p> <p>Athletic shoes</p>	<p>Exercise wear, beachwear, crop tops, spaghetti straps, tank tops.</p> <p>Sweatpants, jeans with rips, tears or fraying, miniskirts, mini-dresses or shorts (for the office staff)</p> <p>Rubber flip flops, slippers (unless medically necessary)</p>

Prohibited Items

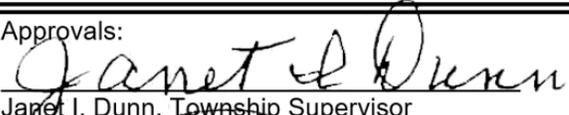
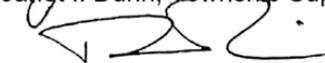
- Hats
- Sweat bands
- Bandanas
- Offensive perfume/cologne or body odor
- Clothing or appearance that is offensive or poses a threat to employees' safety
- Clothing or appearance that results in patron or employee complaints
- Clothing or appearance that violates any terms or conditions of an applicable collective bargaining agreement

Addressing Dress and Personal Appearance Concerns

Violations of this policy can range from inappropriate clothing items to offensive perfume/cologne or body odors. Employees who are unclear of what is appropriate should consult with their Department Head or the Human Resources Director.

Macomb Township reserves the discretion to determine appropriateness in dress and appearance. Employees who do not meet the dress or appearance standards outlined in the Dress and Personal Appearance Policy may be asked to leave the premises to change clothing and will not be paid for that time off.

Department Heads are responsible for maintaining and enforcing compliance with this policy. Department Heads will address any inappropriate dress or appearance issues with their employees. Department Heads may consult with the Human Resources Director on any dress or personal appearance issues requiring policy interpretation. Repetitive inappropriate dress or personal appearance issues may result in disciplinary action, up to and including discharge.

Effective Date:	10/20/2020	Policy Number:	04.05.02
		Approval Date:	10/19/2020
Subject:	Dress and Personal Appearance Policy		
	Approvals:		
	 Janet I. Dunn, Township Supervisor  Thomas D. Esordi, Human Resources Director		