

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.13

Subject: Dress Code

Effective Date: January 29, 2007

Approved By: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

- A. The purpose of this policy is to provide a dress code for employees that is consistent with their job and responsibilities while presenting a professional image to the public.

II. RULES/PROCEDURES

- A. Employees are employed to provide service to the citizens while performing specific tasks in a professional manner. As representatives of the City, employees are encouraged to set and maintain high standards by performing quality work and presenting a professional personal image to the public at all times.
- B. Employees should dress in a manner that is appropriate for the job, regardless of work location and degree of public contact, to maintain an acceptable general appearance at all times.
- C. Employees should maintain good personal hygiene including wearing clothing that is clean and wrinkle-free/pressed, hair that is neatly groomed and nails that are clean and an appropriate length to efficiently and effectively operate office equipment.
- D. Acceptable attire includes, but is not limited to:
1. Dress shoes or dress boots.
  2. Dress or casual pants (i.e., khaki pants, Dockers, etc.).
  3. Shirts must be tucked in, slacks with belt loops should be belted (suspenders in lieu of a belt are acceptable).
  4. Uniforms provided by the City must fit properly.
  5. Skirts and dresses (including slits and split skirts) must not be more than two (2) inches above the middle of the knee (hemline should not rise more than two (2) inches above the middle of the knee).

6. Slacks, skirts, dresses, pant suits, suits, capris, blouses or jackets must be loose fitted.
  7. Blouses or sweaters must be tucked in unless the style allows for wearing outside and falls below the waist.
- E. Unacceptable attire includes, but is not limited to:
1. Jeans of any type, unless approved by the department director in advance.
  2. Sweat suits, jogging suits, warm-up outfits or other attire that is designed for exercise.
  3. T-shirts, any shirts with obscenities or suggestive slogans or words; tube tops, midriffs, halter or tank tops; sleeveless tops that expose undergarments, unless top is appropriately covered by a blouse, sweater or jacket; clothes of thin material or see-through blouses or dresses without appropriate undergarments (i.e., camisole, slip, etc.), low-cut or tight-fitted blouses, sweaters or dresses.
  4. Shorts, overalls, cut-offs or tight-fitted pants.
  5. Bare-backed tops/dresses or spaghetti-strap dresses or blouses unless covered with a jacket.
  6. Slippers, flip flops, sneakers/tennis/gym shoes, bare feet, etc.
- F. Department directors and supervisors shall be responsible for ensuring that employees are in compliance with this policy at all times and may grant exceptions, with the City Manager's approval, under special circumstances (i.e., religious beliefs, national origins, special designated events, etc.).
- G. Uniforms will be provided to employees who are required to wear such in the performance of their job duties.
- H. Because of the nature of various job responsibilities, jeans and tennis shoes may be acceptable as determined by the department director.
- I. Safety equipment such as goggles, hard hats, gloves, safety belts, etc. which are necessary to operate equipment safely and perform the job in a safe manner shall be worn in accordance with policy.
- J. Employees reporting to work in unacceptable attire may be sent home to change. Subsequent offenses will be cause for disciplinary action up to and including termination.