




**APPAREL AND GROOMING POLICY**  
OFFICE OF THE MAYOR

<b>POLICY NUMBER:</b>	409.0	<b>ISSUE DATE:</b>	1/19/18	<b>LAST REVIEW:</b>	1/19/18
<b>SCOPE:</b>	All City Employees	<b>PAGES:</b>	2	<b>LAST REVISION:</b>	1/19/18
<b>ATTACHMENTS:</b>	None				
<b>REFERENCES:</b>	None				
<b>ISSUED BY:</b>	Ashton J. Hayward III, Mayor				
<b>SIGNATURE:</b>					

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**I. AUTHORITY**

Section 4.01 (a) of the Charter provides that the Mayor shall supervise all departments and have the power to appoint, discipline and remove all city employees. Section 5.02 of the Charter provides that the City Administrator shall be in charge of the daily operations of the City.

**II. PURPOSE**

All city officers and employees are public servants and are accountable to the citizens for the image, reputation and performance of the city government. How the workforce appears to the public is an important factor in determining the reputation of the City of Pensacola among the citizenry. The purpose of the apparel and grooming policy is to insure that the city's employees take pride in their appearance and present a professional image to the public and to fellow employees.

**III. POLICY**

All city employees, regardless of position held or work performed, are expected to perform their jobs attired in a manner suitable to the tasks being performed, presenting for work well-groomed and wearing neat, clean clothing that conforms to the particular policy of the employing department or division.

**A. APPAREL**

1. All clothing worn when presenting for work or in situations where the employee is representing the City of Pensacola must be neat, clean, free of wrinkles, in good repair and appropriate to the work setting.
2. All clothing worn while at work or while representing the City shall be properly tailored and an appropriate fit.
3. Department directors/division administrators are authorized to establish and enforce departmental/divisional dress uniforms or standards appropriate for the work requirements of the particular department/division.
4. City-issued uniforms or clothing provided to employees for use at work must not be used when not working.
5. Employees who report for work inappropriately attired will be directed to leave and remedy the matter while in a leave without pay status.

## **B. GROOMING**

Employees must report to work in a clean, neatly groomed status, free from any distracting or offensive characteristics pertaining to personal appearance or odor.

## **C. ACCOMMODATIONS**

Employees requiring accommodations pertaining to apparel or grooming because of cultural, religious or medical requirements may request such accommodations by contacting the Chief Human Resources Officer who will receive, consider and resolve all such requests.

## **IV. RESPONSIBILITY**

1. The Chief of Human Resources Officer shall resolve all employee requests for reasonable accommodations regarding this Apparel and Grooming Policy.
2. Each department director/division administrator shall be responsible for determining the particular dress code requirements of his or her department/division.
3. Each supervisor shall be responsible for monitoring and enforcing the requirements of this policy.

## **V. REVIEW**

This policy shall be reviewed annually in the month of January and the results shall be reported to the City Administrator by January 31.