



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:


Human Resources Director


City Manager

Number IV-2 Effective Date 07/21

SUBJECT: **STANDARDS FOR DRESS AND APPEARANCE**

PURPOSE:

To establish standards for employee dress and appearance.

The City of Riverside is a professional organization. City employees are expected to present a clean and professional appearance by wearing appropriate attire as dictated by your work assignment in order to promote a positive image to customers, visitors, colleagues and the general public. The appropriateness of City employee's attire has a bearing on how the general public, colleagues in other departments, customers, visitors, and other agencies view employee professionalism and the organization's reputation. City employees are expected to use good judgment and common sense when selecting attire for the workplace. The standards below shall serve as a tool to help City employees gauge what may or may not be considered appropriate and shall apply when City employees officially report to work.

STANDARD:

Except for City issued uniforms the following standard applies.

Business Professional Attire - The general standard from Monday to Thursday is Business Professional Attire. This standard generally includes collared shirts, ties, suits, dress pants, dress skirts, blouses, suit dresses and professional footwear. This standard will also apply at all times when representing the City in an official capacity unless otherwise directed by the Department Head.

Business Casual Attire - Business Casual Attire is permitted on Fridays. Business Professional Attire is also permitted on Fridays. Business Casual Attire includes pants, jackets, collared shirts without a tie, blouses, skirts and dresses that, while not formal, are appropriate for a business environment. Dress sandals or athletic shoes are permitted. Jeans either blue or colored are acceptable as business casual if they are appropriately fitting and not worn, distressed, frayed, ripped or with holes. Employees are prohibited from wearing clothing that is too revealing, tight, short, baggy or

oversized. Employees who report to work dressed in an unacceptable manner shall be sent home and directed to return to work in proper attire within a reasonable timeframe.

To maintain the standard of dress for the City, the following attire is not acceptable at any time:

- Clothing that portrays a negative image or has inappropriate advertising;
- T-shirts;
- Shorts;
- Sheer or revealing clothing including backless clothing;
- Gym or athletic gear including leggings;
- Clothing with messages or logos;
- Casual sandals (flip-flops and thongs)

Periodically, the City may designate special casual days, other than Fridays, when the dress code may be relaxed for a specific reason. These special days will be announced in advance. Special projects/assignments may also, at the discretion of the Department Head, require more flexibility in dress requirements.

Summer/Hot Weather Standards: During periods of extreme heat, generally from June 1 through September 30, dress standards will be modified to Business Casual Attire standards. Employees who are required to attend or present at a formal meeting, including City Council or Board/Commission Meetings are expected to convey a professional image by wearing appropriate business attire such as suits/jackets/blazers.

The City of Riverside respects diversity and will reasonably accommodate religious dress and grooming practices as part of an individual's religious observance or belief unless the accommodation would be an undue hardship on the conduct of business of the City. "Religious dress practice" will be construed broadly to include wearing or carrying of religious clothing, head or face covering, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. Religious grooming practice includes all forms of head, facial, and body hair that is likewise part of observing an individual's religious creed.