



Dress Code and Work Uniform Standards

Authors		Human Resources Division	
Changes Made		Revised	
Effective Date		July 1, 2014	
Reference No.		HR-212-0714	
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	Signature		

I. SCOPE

Attention to personal appearance, adherence to work uniform standards, and the proper maintenance of department property are essential requirements for all Austin Resource Recovery (ARR) personnel. Personnel are required to present a neat, clean, and professional appearance while on-duty and when representing ARR and the City of Austin (COA).

II. PURPOSE

Provisions within this Standard Operating Procedure (SOP) on dress code, uniform standards, and the proper maintenance/care of department property apply to all ARR employees. An exemption to a provision within this document is permitted for certain specialized activities or due to special circumstances, but requires the approval of the employee's Division Manager, Executive Manager, or Department Director. Division standards cannot be in conflict with this procedure. The Department Director or his designee has the discretion to make exceptions concerning any stipulation in this procedure.

III. ROLES AND RESPONSIBILITIES

A. ARR-Human Resources Division (ARR-HR)

1. Will maintain a central department file copy of this SOP with the original approved signature of the Department Director or his/her designee.
2. Will advise managers and supervisors when questions arise about an employee's appearance, potential dress code violation, or loss of City property.

3. When ARR-HR receives an employee's notice of resignation, it will notify the employee's supervisor or the applicable Division Manager to initiate the separation checkout process to include the return of all department property, including uniforms, Personal Protective Equipment (PPE), etc. by the departing employee.

B. Division Managers and Supervisory Personnel

1. Division Managers will have the primary responsibility of making a determination on whether an employee's attire is appropriate. In the event assistance is needed in making this determination, the Division Manager may consult with the ARR-HR Division and/or his/her executive manager.
2. Will ensure that personnel under their supervision are properly attired, including Personal Protective Equipment (PPE), for the workday or special activity/circumstance.
3. Will ensure their employees are aware of the department's expectations outlined in this procedure through documented training.
4. Will ensure that there are sufficient controls in place to minimize the loss of department property due to the non-return of uniforms, equipment, or other department-issued property when a staff member separates from employment.
5. In the event an employee is placed on paid Administrative Leave due to an investigation or for other administrative reasons, the Division Manager or supervisor will require the employee to turn in all of his/her uniforms, access badge, and other department and City issued property.

C. Employee

1. Certain positions in ARR require employees to wear a uniform. Uniformed employees are required to wear a uniform with a name-tag and department logo while performing their job functions. Additionally, they will properly wear the uniform while on-duty (i.e., the uniform should be presentable, clean, neat, without rips/tears, etc.). An employee who is unsure if this rule applies to them should consult with their supervisor, Division Manager or an ARR-HR Division representative.
2. Employees required to wear a uniform will not wear the uniform or any part of it while off-duty except during travel between home and the workplace.
3. Employees will be accountable for uniforms, shoes, PPE, badge, or any other department property issued to them during the course of their employment.

4. Prior to or on the last day of employment with the department, employees will return all uniforms, shoes, PPE, badge, or any other property issued to them during their employment with the department.
5. If an employee fails to return any department-issued property prior to their separation from employment, the employee should reimburse the department for missing, damaged or lost department property assigned to them. The employee's failure to reimburse the department will be documented in their personnel file.

IV. SAFETY

Management is responsible for ensuring that employees are issued various types of Personal Protective Equipment (PPE) to minimize hazards and perform their assigned duties in a safe manner. In addition, this PPE is intended to help employees in the performance of their duties and to identify them as representatives of the City.

Employees are responsible for all Personal Protective Equipment (PPE) issued to them including having it available each day when reporting to work. Employees will not be allowed to substitute their own PPE for City or department issued equipment.

V. ACCOUNTABILITY AND DRESS CODE PROCEDURES

It is the employee's responsibility to report to work appropriately dressed for work. If an employee arrives at work inappropriately dressed, the supervisor may send the employee home to change. If the employee is sent home by management to change, for leave purposes, the employee may use vacation leave or unpaid leave for the absence. Repeated violations of the dress code may lead to disciplinary action, up to and including termination. Supervisors must obtain approval from ARR's HR Division prior to issuing any disciplinary action concerning a violation of this procedure.

A. Personal Appearance

1. Personal appearance will be maintained so that it is not distracting while on-duty or when representing the department or COA. All work wear, whether uniform or office wear, must be professional in appearance and in good condition without rips, ragged edges, tears, discoloration, stains, or holes and must be neat, clean, appropriately fitted/sized and will not present a safety hazard.
2. Personal appearance by employees, while on-duty or when representing the department and the COA, will adhere to the following standards:
 - a. Hairstyles, to include facial hair, will not contribute to injury or unnecessarily interfere with work. Hair longer than shoulder length will be secured in a fashion to prevent injury or interference with work performance.
 - b. Facial hair will be trimmed to promote a professional appearance and will not

contribute to injury or interfere with work performance.

- c. Body piercings, including ear piercings, will have to be concealed, covered, or removed if it is determined they are a safety hazard and do not present a professional appearance.
- d. Body art which displays inappropriate slogans, pictures, or language including sexual connotations, violence, alcohol, or drugs may not be visible but must be concealed while on duty or when wearing department attire. Jewelry, bandanas, and sweatbands will not display any pornographic or profane design, logo, and/or wording and also will not be a safety hazard in its design, size, and/or appearance.
- e. Clothing which displays inappropriate slogans, pictures, or language including sexual connotations, violence, alcohol or drugs are prohibited while on duty or when representing the City or department.
- f. Sunglasses (American National Standards Institute [ANSI] approved only) are to be worn outdoors as appropriate for the safety of the employee.
- g. Employees are expected to maintain a professional standard of cleanliness and personal hygiene. Any fragrance or odor, including body odor, that is extreme or offensive is prohibited. Managers and supervisors shall address any issues regarding sensitivity or allergic reactions to fragrances or unpleasant odors on a case-by-case basis.

B. Dress While On-Duty

1. Employees who are not issued a uniform must report to work appropriately attired and ready to begin work. Clothes that are identified as unprofessional or distracting by management will not be allowed in the workplace. There is an expectation of business casual dress for administrative positions in divisions such as Human Resources, Finance, Strategic Initiatives, Quality Assurance, and Customer Service, etc., in the department.
 - a. Attire will be clean, neat, without rips, stains, discolorations, frays or holes.
 - b. Skirts/Skorts will be a professional length. No mini, micro-mini or shorts will be worn.
 - c. Shoes must be worn at all times and will be clean, comfortable, and safe for work duty. No flip flops or shower shoes will be worn (i.e., any sandal with the top portion consisting only of a strap that divides the toes). Ladies' shoes with heels must be the appropriate height, should be safe and not present a tripping hazard. Management has the discretion of addressing shoes that are deemed inappropriate or not safe for the workplace.
 - d. Slacks/pants must be professional and fit neatly.
 - e. Only department-issued caps/hats are to be worn by field personnel with the bill facing forward.
 - f. Clothing should be made of non-sheer material, and cover the back and chest.

Clothing made of sheer material must be worn with a slip, camisole, tee shirt or some other undergarment to cover the back and chest.

- g. Cleavage and midriffs should not be exposed.
- h. T-Shirts must be neat and professional. Displays of pornographic, profane, inappropriate design, logo or words are prohibited.
- i. Exposed tank tops and dresses or blouses with spaghetti straps are prohibited.
- j. Spandex shorts, skirts, or pants are not appropriate and therefore, prohibited.
- k. Jeans may be allowed on Fridays or for special projects requiring the employee to dress down only at the discretion of the Division Manager.
- l. Dress should be such that undergarments do not show.

SPECIAL NOTE: See Attachment B for some examples of inappropriate clothing and footwear. It should be noted that these examples of inappropriate clothing and footwear are not all-inclusive and the determination of whether an employee's attire is considered inappropriate will be made on a case-by-case basis.

- 2. Work uniforms are provided to ARR employees based upon job requirements. Employees issued uniforms are required to wear and maintain them in a professional manner each work day.

a. Issue and Repair

- i. Employees are to receive the number of uniforms consistent for the division where the employee works. A written record of the items issued and received by the employee will be maintained by the issuing division. The employee will formally acknowledge his/her commitment to financially reimburse the department if they do not return the property in "good, working order."
- ii. Employees are to be instructed of the procedures for cleaning, repair, or replacement of worn and torn uniforms.
- iii. Employees are responsible for submitting uniforms with proper documentation for repair on the date designated for service.
- iv. Employees are to inform supervisors and/or their division's Single Point of Contact (SPOC) of problems and issues with their uniform service.
- v. Employees may be required to pay for lost uniforms.

b. General Procedures

- i. Uniform and PPE allotments are based on job duties and work location. See Attachment A.

- ii. Work uniforms must not be worn to perform personal business on days the employee is not scheduled to perform department or City of Austin business. In addition, an employee is prohibited from wearing his/her uniform at social gatherings after work. An employee may not, under any circumstances, wear their uniform on the employee's day off. They also may not mix-match the uniform (e.g., uniform shirt with jeans, uniform pants with casual shirt) unless wearing this clothing combination enhances the duty performance and is approved by their supervisor.
 - iii. Consumption, possession, or purchase of alcohol or drugs while wearing any part of the uniform is prohibited.
 - iv. All leased and/or assigned work uniforms will be collected at the end of the employee's term and the final paycheck may be put on administrative hold until all issued uniforms and department properties are collected. Additionally, in the event an employee does not return any or all of his/her department-issued property, he/she is expected to reimburse the department for the unreturned property. The non-return of department property will be documented in their personnel file.
 - v. Employees may wear only approved pins, patches and emblems as issued by the Department or COA on their uniforms.
 - vi. Cutting or ripping of department uniforms/tee-shirts is inappropriate and not allowed.
 - vii. Employees that have been issued high visibility uniforms must wear them in traffic work areas. All employees that have not been issued an ANSI 107 Class 2 high visibility uniform must wear an ANSI 107 Class 3 reflective vest or an ANSI 107 Class 3 high visibility tee-shirt while working in traffic areas.
- c. Uniform Shirt
- i. Long sleeves will be buttoned at the wrist or folded up neatly above the elbow to prevent safety hazards.
 - ii. Undershirts are not to detract from the uniform.
 - iii. The collar will lie naturally and not be in the "up" position.
 - iv. All shirts must display the proper COA/ARR patches and logos.
- d. Uniform Pants/Slacks/Skirts
- i. Pant legs will not be tucked into work boots except as a precautionary measure when working in environments that may pose a threat to an employee's skin.

- ii. Pants are to be pulled up around the waist at all times.
 - iii. Pants that are baggy are considered unprofessional and may present a tripping/falling hazard.
 - iv. All buttons and zippers will be secured.
 - v. Key rings, 2-way radios, cell phones, or safety items are authorized for wear on the waist area of the uniform.
- e. Inclement Weather Clothing
- i. Only department-issued jackets, coveralls, or coats will be worn if provided.
 - ii. Only department-issued rainwear will be worn if provided.
 - iii. The outer layer must meet ANSI 107 Class 2 high visibility standards or an ANSI 107 Class 3 reflective vest must be worn while working outside the vehicle in traffic areas.
- f. Personal Protective Equipment (PPE)
- i. PPE is available to employees based on a divisional need and requires supervisor approval. Items which are one time or limited use may be re-issued as needed with supervisor approval. See Attachment A.
 - ii. Head Protection
 - a) Only COA/ARR issued head protection will be worn while working.
 - b) COA/ARR hardhats will be worn with brims to the front.
 - c) COA/ARR cap will be worn with the brim to the front and in the normal position.
 - d) Hearing protection must be removed from the head when not in use.
 - e) All safety eyewear must meet approved standards and design and be worn with side protection.
 - iii. Foot Protection
 - a) Safety boots are required while working in areas requiring foot protection.
 - b) Soles should provide slip resistance.
 - c) Protective rubber boots should be worn in wet environments where

water is standing and when working conditions require their use.

iv. Hand Protection

- a) Appropriate gloves shall be worn to protect hands from articles handled.
- b) Rubber gloves must be selected based on chemicals used or handled and approved by the Safety Division.

g. Inappropriate Attire

- i. As a general rule, dresses or skirts that are more than 3 inches above the middle of the knee while standing are not appropriate.
- ii. Any attire with a slit higher than three inches above the middle of the knee while standing.
- iii. Capri pants shorter than three inches below the knee while standing.
- iv. Sweat suits, wind suits, or the pants of any such suit (unless the wearing of a sweat suit or wind suit by an employee assigned to a unit is job-related).
- v. Any attire exposing the midriff, shoulder, or any portion of an employee's undergarment or underwear.
- vi. Any attire considered by a supervisor to be see-through, low-cut (in front or back), or tight fitting.

Special Note: A supervisor who has an employee wearing inappropriate attire as described in subsections A, B, or C, respectively, in this section (V) should first discuss this situation with an Employee Relations HR representative prior to meeting with the employee.

C. Employee Identification

- 1. COA/ARR identification will be in the possession of all personnel at all times while working. Break-a-way necklace-type identification holders are approved for use. Other necklace-type identification holders are a safety hazard and not approved.
- 2. All drivers must have their current driver's license on their person at all times while driving.

VI. REFERENCES

A. References

- 1. City of Austin Personnel Policies, Chapter A., Non-Civil Service Employees, Section I., Conditions of Work, subsection B., "*Employee Conduct*", subsection D., "*Safety*" and subsection G., "*Use of City Resources*".

2. City of Austin Administrative Bulletins
 - #84-01—Guidelines for Wearing of Pins, Logos, Insignias, or Buttons on City Uniforms
 - #84-10—Employee Identification Badges
 - #98-01---Use of City Resources by Non-Civil Service Employees
3. Austin Resource Recovery Standard Operating Procedures
 - Discipline Procedure (HR-203-0808)

ATTACHMENTS:

ATTACHMENT A: Describes the Dress and PPE Requirements for employees in the major divisions/programs in ARR.

ATTACHMENT B: Shows some photographic examples of inappropriate clothing and footwear in the workplace. It should be noted that these examples of inappropriate clothing and footwear are not all-inclusive and the determination of whether an employee's attire is considered inappropriate will be made on a case-by-case basis.

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ATTACHMENT A: Dress Requirements and PPE for employees in major programs in ARR

Dress Requirement				Personal Protective Equipment												
Professional Clothing	HiVis Uniform	Other Uniform		Boots	Jacket	Gloves	Eyewear	Rain Gear	Hard Hat	Ear Plugs	HiVis Vest	Face R/M/S	Arm Guards	Tyvek	Aprons	Whistle
ARR -Operational Programs																
Diversion Facilities																
Brush Processing	X	X		X	X	X	X	X	X		X	A				
Landfill				X	X	X	X	X	X	X		A			X	
HHW	X			X	X	X	X			X		A		X	X	
Resource Recovery Ctr			X	X		X	X			X	X	A				
Litter Abatement																
Brush/Bulk Collections	X			X	X	X	X	X	X		X	A	X			
Dead Animal	X			X	X	X	X	X	X		X	A			X	
Litter Control	X			X	X	X	X	X	X	X	X	A	X			X
Street Cleaning	X			X	X	X	X	X	X		X	A				
CAP	X			X	X	X	X	X	X		X	A	X			
Yard Trimmings	X			X	X	X	X	X	X		X	A	X			
Collection Services																
Garbage Collections	X			X	X	X	X	X	X		X	A				
Recycling Collections	X			X	X	X	X	X	X		X	A				
Operations Support																
Carts	X			X	X	X	X	X	X		X					
Fleet Services	X			X	X	X	X	X			X	A			X	
Facility Maintenance			X	X	X	X	X	X			X					

	Dress Requirement			Personal Protective Equipment												
	Professional Clothing	HIVis Uniform	Other Uniform	Boots	Jacket	Gloves	Eyewear	Rain Gear	Hard Hat	Ear Plugs	HIVis Vest	Face R/M/S	Arm Guards	Tyvek	Aprons	Whistle
ARR-Support Services Programs																
Finance/Customer Services																
Purchasing	X		X													
Budgeting	X															
Revenue	X															
Customer Serv /Dispatch/ Mail	X															
ARR-Human Resources	X	X														
ARR-Administration																
Safety	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Quality Assurance	X			X		X	X	X								
Strategic Initiatives	X															
X = Required for some or all working tasks.																
A = As desired. Dust masks can be requested from stores. Other respirators require physical and training.																
All employees in work areas requiring PPE must comply with area requirements.																

ATTACHMENT B: The following are examples of inappropriate clothing and footwear for the workplace



Shorts



Tank top



Low cut blouse



Scrubs



Pants holes with



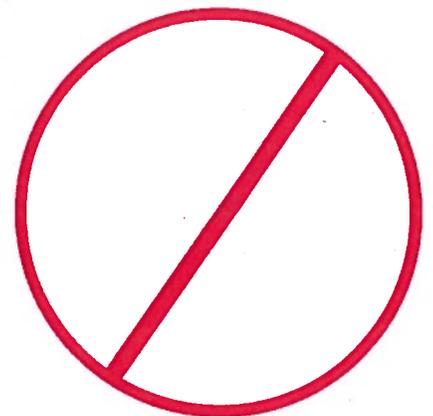
Pajamas



Flip flops



House shoes



**Offensive Logo or Slogan
Clothing exposing midriff
Cut-off clothing**