

Perry City Office Staff Dress Code

April 5, 2018



Per Policy Approved 2013

Office Staff Dress Code

What to Wear (Monday – Thursday)

- **Corporate Casual Tops**
 - Polos
 - Dress Shirts / Blouses
 - Henley's
 - Turtlenecks
 - Blazers / Sport coats
 - Sweaters
 - Sleeveless (cover to the end of shoulder)
- **Dresses and Skirts** (no more than 2" from knee)
- ***Tattoos Must Be Covered**
- **Pants**
 - Jeans (clean and in good condition)
 - Khakis or Corduroys
 - Dress Pants
 - Capri's
 - Gauchos
 - Dress Shorts / Skorts
 - Leggings (w/ long shirt or skirt)
- **Shoes**
 - Dress Shoes
 - Tennis Shoes (clean and in good condition)
 - Sandals
 - Dress Boots

Office Staff Dress Code

What to Wear (Casual Friday)

- All Attire listed Monday – Thursday
- T-Shirts (No suggestive pictures or statements)
- Sweat Shirts (No suggestive pictures or statements)
- Perry City Logo Shirts

Office Staff Dress Code

What Not to Wear

- Halter Tops
- Tank Tops
- Strapless
- Midriffs
- T-Shirts with suggestive pictures or statements
- Casual Shorts
- Short Shorts
- Sweat Pants
- Clothing that is revealing
- Short Skirts
- Gym Clothing
- Beach wear
- Beach shoes
- Slippers
- Sunglasses
- Hats
- Pajamas or Scrubs
- Observable lack of or exposed under garments
- **If in doubt don't wear it**

Concerns & Clarification

- Leggings:
 - Athletic (spandex), not allowed
 - Worn with short shirts, not allowed
- T-Shirts w/logos: Not Allowed Mon-Thurs
- Sweatshirts: Not Allowed Mon-Thurs
- Sandals: No flip flops/beach, No athletic
- Revealing Clothing: Not allowed
- Professional Attire: When representing City

VIP Dress

Reasons for VIP Dress

- Meetings
 - Council
 - Planning
 - Associations
 - City Business
- Any time you are representing Perry City

What to Wear

- Suits
- Dresses
- Skirts (of proper length)
- Blouses
- Perry City Dress Shirts
- Turtlenecks
- Sweaters
- Blazers / Sport coats
- Slacks
- Khaki Pants or corduroys
- Dress Capri (no Levi or Khaki materials)
- Dress Shoes
- Dress Sandals

Personal Hygiene

- Employees are expected to present a clean and neat appearance.
- Appropriate grooming and hygiene is required.
- Hair must be kept a natural color and non-disruptive style.
- Offensive body odor or perfumes is prohibited.

Dress Code Violations

- Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.
- Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

DRESS CODE ROLL