# SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

*POLICIES & PROCEDURES MANUAL*

## POLICY 31.140 - BUSINESS CASUAL ATTIRE

Date: July 23, 2008
Revision No: 2
Supersedes: June 1, 2003
First Adopted: March 1, 1999
Effective: July 23, 2008

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**POLICY:**

The Business Casual Attire Policy is applicable to all employees not covered under Policy 70.010 Department Furnished Uniforms.

It is the intent of this department to create a Business Casual Attire Policy which will raise morale and create a relaxed, positive daily work environment. It will allow for potential increases in productivity, efficiency and quality to be achieved comfortably while still projecting a professional, positive departmental image.

**PROCEDURE:**

The department is adopting a Business Casual Attire Policy as our everyday dress standard. All qualified employees may take advantage of a relaxed Business Casual Attire in the workplace as an alternative to the traditional Business Attire. This does not mean that those who favor the traditional Business Attire need to discard it, as it is always appropriate. Those who opt for the Casual Business Attire are still expected to represent themselves as well as the department in a very positive manner by dressing appropriately and always in good taste.

General guidelines defining acceptable Business Casual Attire are listed below:

1. Choose Business Casual Attire that communicates professionalism.

2. Always keep your workday schedule into account when dressing. There may be meetings, events or functions at which Business Attire is more appropriate.

3. All clothing must be clean and wrinkle-free. Shoes must be in good, clean condition.

4. *Good judgment and professionalism are required* of all employees opting to wear Business Casual Attire.

| ACCEPTABLE ATTIRE: | | |
|---|---|---|
| FOOTWEAR: | Men: | Dress shoes, leather loafers, western style and regular boots. Socks. |
| | Women: | Shoes, boots, backless shoes, sandals (feet must be well groomed); hosiery is optional |
| PANTS: | Men: | Corduroy, Khakis, Dockers, slacks |
| | Women: | Corduroy, Khakis, Dockers, slacks, crop and capris |
| SHIRTS/BLOUSES: | Men: | Button front shirts, polo-shirts, department logo'd; must be collared; banded collars acceptable; sweaters, vests. Shirttails will be tucked in. |
| | Women: | Sleeveless or knit shell tops, blouses and sweaters; department logo'd; camisoles under thin or lightweight garments. |
| DRESSES/SKIRTS/ SKORTS: | Women: | Business Casual dresses, sleeveless, cap sleeve or traditional; skirts; jumpers; length not shorter than 3" above knee |

**IF IN DOUBT, DO NOT WEAR IT!**

***BUSINESS CASUAL ATTIRE SHOULD MAKE YOU, AND EVERYONE THAT YOU HAVE CONTACT WITH, FEEL COMFORTABLE.***

**MODESTY IS THE KEY!**

Unacceptable attire is as follows:

1. Clothing and shoes that is tattered, torn, dirty, faded or frayed. Casual does not mean sloppy.

2. Anything you would wear to the beach, gym, to garden or clean house, to a night club or to bed, should be *left at home*.

3. Undergarments should not be visible.

| UNACCEPTABLE ATTIRE: | |
|---|---|
| FOOTWEAR: | Athletic shoes, deck shoes, hiking boots, slippers, beach/pool-type rubber, Birkenstocks |
| PANTS: | Denim, jeans, sweats, shorts, bib-overalls, hip huggers, tight fitting |
| SKIRTS/SKORTS: | hip huggers, minis (more than 3″ above the knee), shorts; denim or jean fabric; sheer, revealing or tight fitting |
| SHIRTS/BLOUSES: | T-shirts, tank tops, halter tops, crop tops, strapless, backless, spaghetti straps, tube tops; large lettering, slogans or pictures, non-department logo'd; sheer, revealing or tight fitting |
| DRESSES: | Strapless, backless, spaghetti straps, sun dresses, bib-overall jumpers; bare shoulders or midriff; sheer, revealing or tight fitting |

***CHECK WITH YOUR IMMEDIATE SUPERVISOR REGARDING ANYTHING YOU DO NOT UNDERSTAND REGARDING THIS POLICY.***

For special circumstances such as cleaning storerooms, visiting well sites, etc., employees should coordinate and receive ***prior approval*** to dress in attire other than what is listed as acceptable in this policy.

**DISCIPLINARY PROCEDURE:**
Employees who violate this policy will be subject to the following:

First Offense:

1. Review policy with the employee
2. Verbal warning given

Second Offense:

1. Review policy with the employee
2. Employee will be sent home to change into appropriate work attire and will return to work.
3. All FLSA non-exempt employees will be docked in pay for all time used to comply with this policy.

Third Offense:

1. Review policy with the employee
2. Employee will be sent home to change into appropriate work attire and will return to work.
3. All FLSA non-exempt employees will be docked in pay for all time used to comply with this policy.
4. Non-compliance to policy will be noted in employee’s annual performance evaluation.

Fourth Offense:

Disciplinary action