



**Human Resources Department
Employee Policy and Procedure**

Dress and Personal Appearance Policy

Policy Statement

Macomb Township strives to project a professional image to visitors and the public at-large. As representatives of the Township, employees are expected to dress in a professional manner that assures their safety and ability to perform their job. Thus, the Township has established an employee dress standard to ensure a professional, productive and safe work environment.

Macomb Township recognizes appearance is a form of self expression and wishes to make no effort to control or dictate employee appearance, unless it poses a conflict with Township policy or operations, health and safety, or an employee's (or another employee's) ability to perform their job. Requests for reasonable accommodation (e.g., Title VII, ADA) may be considered for situations requiring an exception.

Township employees who are provided uniforms under a collective bargaining agreement shall wear the uniform as specified in the agreement.

Township employees who are not provided uniforms may wear "business dress" from Monday through Thursday of each week. "Casual dress" may be worn by these employees only on Fridays or as specified by the Township Supervisor, e.g., Spirit Day, days between Christmas and New Year's Day, etc.

Macomb Township reserves the discretion to determine appropriateness in dress and appearance. Employees who do not comply with the Dress and Personal Appearance Policy will be sent home to change, and will not be paid for that time off. Repetitive, inappropriate dress or appearance (non-compliance) may result in disciplinary action, up to and including termination.

Definitions:

A. Business Dress Guidelines for Office Personnel

Acceptable	Not Acceptable
<p>Dress, polo-type or golf shirts, straight bottom hemmed blouses or blazers, sweaters, sleeveless blouses, or dresses.</p> <p>Khaki, docker-style or dress pants/slacks & capris, dresses and skirts,</p> <p>Dress, casual or walking shoes, including sandals and backless shoes worn by females with or without hosiery.</p>	<p>Denim pants, skirts or dresses, spandex or other tight-fitting clothing, athletic wear (e.g. sweatpants, jogging suits) and flannel pants.</p> <p>Mini-skirts, shorts, culottes, or skorts</p> <p>Flannel, denim, sweat or sleeveless shirts, low-cut, sheer tops (waist should be covered) and t-shirts.</p> <p>Athletic, running or hiking shoes, flip-flops, clogs, slippers.</p>

B. Casual Dress Guidelines for Office Personnel

Acceptable	Not Acceptable
Casual business attire including: slacks, khakis, sport shirts, polo and cotton shirts, skirts, and dresses; Denim or jean jackets, pants, skirts, dresses or shirts.	Denim or jean attire with holes or frayed; beachwear, work-out attire, tank tops, t-shirts, spandex or other form-fitting pants; or distracting, offensive and/or revealing clothes; and slippers or shoes with stains or holes.

Note: Employees must wear shoes at all times. Additionally, sweat bands, bandanas or helmets are not acceptable in the office.

C. Conflict with ability to perform job functions is appearance that:


- Poses a threat to the safety of self or others;
- Results in a productivity issue or the inability to perform a certain job task;
- Offends others on the basis of race, color, religion, sex, national origin, age, disability, marital status, citizenship, veteran status, or any other characteristic protected by federal, state or local laws;
- Result in customer complaints; or
- Violates any terms and conditions of an applicable collective bargaining agreement.

Procedure

Any employee unclear of what is appropriate should check with the department head or managerial staff. *In general, if you are unsure whether an article of clothing is appropriate, most likely it isn't. In other words, when in doubt, don't wear it.*

Department heads are responsible for maintaining and enforcing compliance with this policy. Any inappropriate dress or appearance issues will be addressed with the employee by the department head or managerial staff.

The Human Resources Director is responsible for interpretation of this policy. Department Heads and/or managerial staff will consult with the Human Resources Director on any dress or appearance issues requiring policy interpretation or disciplinary action.

Effective Date:	06/01/13	Policy Number:	04.05.02
Issue Date:	05/23/13	Approval Date:	05/22/13
Subject:		Dress and Personal Appearance Policy	
 <p data-bbox="574 1602 691 1629">Approvals:</p> <p data-bbox="630 1608 959 1709"><i>Janet I. Dunn</i></p> <hr data-bbox="574 1709 1149 1713"/> <p data-bbox="574 1709 959 1736">Janet I. Dunn, Township Supervisor</p> <p data-bbox="597 1738 1024 1814"><i>John F. Brogowicz</i></p> <hr data-bbox="574 1814 1149 1818"/> <p data-bbox="574 1818 1078 1845">John F. Brogowicz, Human Resources Director</p>			