

Resolution 2012-02

A RESOLUTION OF THE COUNCIL OF THE TOWN OF ASHLAND CITY AMENDING THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY BY AMENDING SECTION VIII MISCELLANEOUS POLICIES A. ASHLAND CITY DRESS CODE.

WHEREAS, the City Council for the town of Ashland City has adopted an ordinance establishing a personnel system designed to provide a means to select, develop and maintain an effective municipal work force; and

WHEREAS, the personnel system ordinance authorizes the Mayor to amend the personnel rules and regulations in the form of a Policies and Procedures Manual; and

WHEREAS, the changes to Section VIII – Miscellaneous Policies A. Ashland City Dress Code should read as follows:

A. Ashland City Dress Code

This document sets forth the policy of the Town of Ashland City with respect to the business dress policy. Customers and the general public judge our city on the basis of the appearance of our employees. The general dress code of our employees is business casual. Dress and personal grooming must be appropriate for the business environment in which you work.

The dress policy pertains to all full-time, part-time and temporary employees.

Office Dress – Business Casual includes business suits and dresses as well as more casual clothing such as short-sleeved shirts, polo style shirts, sweaters, Capri pants, khaki slacks, and appropriate jeans (no holes, not tight no skin showing). Clothing issued to employees with the Ashland City logo, such as polo shirts and sweatshirts, are also considered appropriate business casual dress.

Not in the definition of Office Dress-Business Casual are the following: sports or workout attire, leggings, t-shirts, tank tops, halter tops, short shorts, short skirts, tight fitting clothing, torn, tattered wrinkled or dirty clothing. This list is not all inclusive.

Field Dress: An employee that must visit/work at current and potential construction sites/locations may dress appropriately for the work environment. Appropriate dress includes: jeans, work uniforms, work jackets and work boots/shoes.

However, at all times, common sense and good taste must apply towards any clothing worn.

To further clarify our business dress policy, please keep in mind the following when considering what is acceptable.

Examples of Acceptable Attire for Work:

- (1) Casual dresses and skirts that are split at or below the knee;
- (2) Casual shirts, golf shirts, dress shirts, sweaters, tops and turtlenecks;
- (3) Slacks, dress slacks, jeans, or pant suits;
- (4) Loafers, boots, flats, clogs, dress heels;
- (5) Ashland City apparel;
- (6) Dress sandals (except in the field)

Examples of Inappropriate Attire at Work:

- (1) Miniskirts, sundresses, spaghetti-straps, or strapless tops or dresses/skirts split above the knee;
- (2) T-shirts, sweatshirts, midriff tops, shirts with potentially offensive words, logos, pictures, cartoons, or slogans;
- (3) Tank tops, halter tops, and t-shirts unless worn under another blouse, shirt, sweater or jacket;
- (4) Exercise pants, sweat pants, bib overalls, shorts, leggings, and any spandex or other form fitting pants;
- (5) Slippers;
- (6) Torn, dirty, or frayed clothing;
- (7) Clothing that is tight fitting, low cut, reveals stomach, lower back, cleavage, or undergarments; undergarments are required but should not be visible;
- (8) No visible body piercing (other than ears).

Jewelry, make-up, perfume and cologne should be in good taste.

Please keep in mind that no dress code can cover all contingencies so employees must use a certain amount of judgment in their choice of clothing to wear to work.

The department head is responsible for:

- (1) Ensuring employees under his or her supervision are informed of this policy.
- (2) Notifying an employee when his or her dress and personal grooming fall outside the provisions of the city's business dress policy.

An employee is responsible for:

- (1) Complying with Ashland City's Business Dress Policy;
- (2) Avoiding unprofessional dress and/or unprofessional personal grooming while in the workplace or on Ashland City business;
- (3) Understanding that fashion trends may have to yield to more traditional, conservative business dress;
- (4) Using good judgment when deciding dress in the workplace.

An employee should direct questions regarding this policy to his or her department head or the Mayor.

NOW, THEREFORE, be it resolved by the City Council of the town of Ashland City:
That the Personnel Policies and Procedures Manual be amended to add aforesaid change and, is hereby approved and adopted and shall become effective immediately following passage of this resolution.

Passed this 13th day of March, 2012.



Rick Johnson, Mayor



Phyllis Schaeffer, City Recorder