

RESOLUTION NO. 2022- 16

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION IX, MISCELLANEOUS POLICIES: DRESS CODE OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY**

**WHEREAS**, the City Council for the Town of Ashland City has adopted resolution 2020-33 as the most recent Employee Manual; and

**WHEREAS**, the Employee Manual shall be updated with the attached changes.

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE**, that the Employee Manual updates and changes, attached hereto, is hereby approved, and adopted and shall replace any previously adopted sections of the Employee Manual and shall become effective immediately following passage of this resolution.

We, the undersigned City Council members, meeting in Regular Session on this 10<sup>th</sup> day of May 2022, move the adoption of the above Resolution.

Councilmember Jim Adkins moved to adopt the Resolution.

Councilmember [Signature] seconded the motion.

Voting in Favor 5

Voting Against 0

Attest:

[Signature]  
Mayor Steve Allen

[Signature]  
City Recorder Alicia Martin, CMFO

## ASHLAND CITY BUSINESS CASUAL DRESS POLICY

This document sets forth the policy of the Town of Ashland City with respect to the Business Casual 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 or temporary employees.

Field Dress: An employee who must visit/work at current and potential construction site/location may dress appropriately for the work environment. Appropriate dress includes jeans, work uniforms, work jackets and work or protective boots/shoes.

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

### **Examples of Inappropriate Attire at Work:**

- (1) Miniskirts, spaghetti-straps, or strapless tops or dresses/skirts split above the knee;
- (2) Midriff tops, shirts with potentially offensive words, logos, pictures, cartoons, or slogans;
- (3) Tank tops and halter tops, unless worn under another blouse, shirts, sweater or jacket;
- (4) Exercise pants, sweatpants, bib overalls, or shorts;
- (5) Clothing that is low cut, reveals stomach, cleavage, or undergarments (undergarments are required but should not be visible);
- (6) 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 Casual Dress Policy;
- (2) Avoiding unprofessional dress and/or unprofessional personal grooming while in the workplace or on Ashland City business;
- (3) Using good judgment when deciding dress in the workplace.

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