

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

Neatness and cleanliness are absolutely necessary for all employees at all times. The Municipal Ice Complex’s (MIC’s) professional image is maintained in part by the image that employees present to customers and vendors. Clothing should always be neat and clean. Employees should dress conservatively, in good taste, and according to the specific requirements of their position.

Ice Complex staff shirts will be given to and required of employees in certain areas as part of their daily attire. These facility shirts must be returned or the cost reimbursed by the employee if employment is terminated less than 6 months after receiving said apparel. Once the facility is reimbursed the apparel remains the property of the ex-employee.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the MIC will apply a reasonable workplace standard to individuals on a case-by-case basis. An employee unsure of what is appropriate should check with his or her manager or supervisor.

If a Manager on Duty (MOD), Shift Supervisor, or Senior Facility Manager (SFM) decides that an employee’s dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Jeans</li> </ul> <p>Must be free of rips, tears, fraying Not excessively tight or revealing</p> <ul style="list-style-type: none"> <li>• Khakis or corduroys</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants</li> </ul> <p>(athletic pants in good condition may be worn for on-ice activities)</p> <ul style="list-style-type: none"> <li>• Leggings</li> <li>• Shorts</li> </ul>

Some additional guidelines for personal appearance:

- A basic requirement for appropriate and acceptable attire requires that clothing is in neat and clean condition.
- Appropriate workplace appearance does not include excessively tight or revealing clothing or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.
- Workplace attire should not include buttons, hats, t-shirts, or other paraphernalia espousing any religious, political or other such personal opinions.
- Minimal visible tattoos are permissible so long as they are not extreme, explicit or profane. Nudity and profanity are prohibited in all cases.
- Those working in the concession area or doing janitorial work are required to wear closed toe shoes with rubber soles.
- More specific dress code guidelines are determined for each work area.

**Administrative**

- Business casual apparel

**Front Office/Concession**

- Closed toe shoes with rubber sole
- No shorts, skirts or capris or knit pants/leggings; legs must be completely covered

**Maintenance/Janitorial**

- Closed toe shoes with rubber sole
- No shorts, skirts or capris; legs must be completely covered

**Coaches/Skate Guards**

- Legs must be completely covered. Athletic pants and warm-up apparel in good condition are permissible.

**COMMENTS:** Supersedes Policy # 62

Amended 1/16/18 to include "Workplace attire should not include buttons, hats, t-shirts, or other paraphernalia espousing any religious, political or other such personal opinions."