


CITY OF LAS VEGAS
ADMINISTRATIVE REGULATIONS



SUBJECT: DRESS CODE

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| ADMINISTRATIVE NUMBER: A-16-227 | APPROVED BY: |
| REVISION: |  Richard Trujillo, City Manager |
| SUPERSEDES: | |
| EFFECTIVE DATE: 12/19/2016 | |
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- I. **PURPOSE:** The purpose of this Administrative Regulation is for the City of Las Vegas to provide a professional appearance in the working environment. Enforcement of this policy is the responsibility of the Human Resource Department and Supervisory Personnel. The City of Las Vegas reserves the right to change, extend, revise, revoke, or continue this policy at its discretion. This policy is intended to be read with §66-68. Dress Code of the Personnel Rules already established by the City of Las Vegas.
- II. **OBJECTIVE:** It is an objective of the City of Las Vegas that employees' attire reflects a workplace environment which is professionally operated, efficient, orderly, and pleasant.
- III. **DEFINITION:** "*Neat and Well-Groomed*" – During working hours, employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and to ensure that their clothing is clean, ironed, and not torn, ripped or stained.
- IV. **IMPLEMENTATION:** "*Professional Attire*" – Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is not appropriate.

a) The attire that is appropriate for work is broken down and listed below:

i) **Office Personnel** Attire should include:

- Pants (professional appearance), (no blue jeans)
- Dress Shirts with buttons or collars for men
- Blouses for women (not overly revealing)
- Dresses or skirts (knee length or longer)
- Dress shoes and socks or stockings
- City issued uniforms

*Blue Jeans for Office Personnel will only be allowed on Casual Fridays.

ii) **Field Personnel** Attire should include:

*City Issued Uniforms Administrative Regulation A-96-138 shall be adhered to regarding the work uniform for labor trade, City employees and department directors:

- Work Shirt
- Work Pants
- Safety Standard Work Boots

iii) **Police Department Personnel** shall adhere to Administrative Regulation A-94-112. (See attached)

iv) **Fire Department Personnel** shall adhere to Resolution No. 82-43. (See attached)

b) **“Prohibited Attire”** – Some attire is unacceptable for work at any time. The following list provides some examples:

- Any clothing, jewelry, tattoos that contain an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way, is not permitted. However, employees are not prohibited from wearing clothing containing messages or slogans in connection with protected concerted activity and protest of employee wages, hours and working conditions.
- Cut off or shorts
- Gym wear
- Clothing that reveals the employees underwear

- Tank tops, tube tops, halter tops, or shirts with spaghetti straps
 - Off the shoulder tops (both sides nor one side)
 - T-shirts containing a logo not pertaining to the job (with the exception that it may be worn on Casual Fridays)
 - Sweatshirts or sweatpants
 - Miniskirts
 - Flip flops
 - Any clothing that reveals the employee's stomach, full back, cleavage or chest, or otherwise revealing attire
- c) ***"Casual Fridays"*** – Casual wear will be allowed on Fridays only. Some examples are as follows:
- T-shirts (with appropriate insignia)
 - Jeans

*Please note that prohibited attire listed above still applies to Casual Fridays

*It shall be at the Department Director/Supervisors discretion to deem appropriate or inappropriate attire for Casual Fridays.

- d) ***"Reasonable Accommodations"*** – Every effort will be made to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for that employee to comply fully with the dress code policy. Employees should contact their supervisor to request such a reasonable accommodation. Supervisors will work with the employees and the Human Resource Department to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City of Las Vegas.
- e) ***"Job Specific Concerns"*** – This dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements. Employees who regularly lift machinery or heavy materials should not wear dangling clothing or jewelry that may get caught in machinery or any other hazardous items and should wear comfortable, slip-resistant, closed-toed shoes at all times.
- f) ***"National Labor Relations Act (NLRA) Activity"*** – When applicable protected concerted activity covered by the National Labor Relations Act (NLRA) or the particular collective bargaining agreement is not prohibited by this policy. (*See NLRA Section 7 – Employee Rights*)

- g) ***“Disciplinary Measures”*** – Most of this dress code is left to the employee’s personal discretion but supervisors have the right to determine the appropriateness of clothing. Generally, if any employee has any doubt about something, the employee should not either wear the clothing, or should speak to a supervisor before wearing it. Any employee who violates this policy for the first time will be warned, counseled, and sent home to change clothing. Non-exempt employees will have this time charged to their accrued personal time. Subsequent violations of this policy may lead to increased discipline, up to, and including termination.

- V. ATTACHMENTS:
Administrative Regulation A-96-138
Administrative Regulation A-94-112
Resolution No. 82-43