



ELECTRIC WATER SEWER STORMWATER

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www.HANNIBALBPW.org



POLICY:	Dress Code	DEPARTMENT:	Business Office, Administration
APPROVED:		REVIEWED / REVISED:	11/12/09

Guidelines:

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Hannibal Board of Public Works (HBPW) presents to customers, business associates and visitors. As an employee of the HBPW you are a very visible representative of City government. During business hours, employees are expected to present a clean, neat professional appearance.

In general, male employees are expected to appear for work in casual or dress slacks and HBPW shirts or sweaters. While neatly trimmed beards or mustaches present a professional appearance and are acceptable in the workplace, simply appearing for work unshaven is not acceptable.

In general, female employees are expected to appear for work in casual dress, moderate length skirts & dresses or casual pants, capris, HBPW shirts or shirts with modest necklines.

All employees are expected to appear for work in acceptable footwear, such as dress shoes, loafers, dress boots, flats or leather deck shoes. Dress sandals are acceptable for female employees, but sandals in general are not acceptable for male employees and rubber flip-flops are not acceptable for male or female employees.

Under certain circumstances, job assignments will require the wearing of more formal attire. These will include, but not be limited to, attendance at HBPW Board of Directors Meetings, appearances before City Council Meetings, appearances or meetings with City staff if they observe a more formal code of dress, or attendance at meetings or functions when more formal dress is requested.

Fridays have been designated as "Casual Day," and employees may appear for work at the HBPW Offices in neat denim jeans and other modest casual attire and casual footwear, excluding rubber flip-flops.

CONCLUSION:

It is impossible to list all the do's and don'ts of acceptable office attire. Employees are expected to maintain a positive image for the HBPW by conducting themselves and dressing in a professional manner. Employees who appear for work inappropriately dressed will be sent home by their Supervisor and directed to return to work in proper attire.

APPEAL PROCESS:

1. If an employee disagrees with the decision of his/her Supervisor concerning acceptable office wear, the employee may appeal the decision to the General Manager, who may schedule a meeting with involved parties.
2. If the issue remains unresolved after the above meeting, the matter may be referred to the Committee on Dress Code Enforcement, who will make the final determination. This Committee is composed of the General Manager, Director of Operations, Business Office Manager, Personnel Administrator and Administrative Assistant.

Originated / Revised History

Originated – 09/20/02

Revision1 – 11/12/09