

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 01	Dress and Grooming Standards		
Revised By:	Nate Mara, City Manager	Revised Date:	December 08, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

05.01 - Dress and Grooming Standards

The City of Decatur desires to project a positive and professional image of employees who represent the City. Employees are expected to dress in a conservative, professional manner that is appropriate to their position and to observe good habits of grooming and personal hygiene.

Presenting a professional image creates a favorable impression for the City, promotes confidence in the services it provides, promotes respect among co-workers, and encourages higher working standards. Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure. Attire must always reflect a professional business attitude and presence.

The Department Director shall determine which dress standard applies, to maintain acceptable dress and appearance. Employees may be held to different standards, depending upon their work assignment. This policy provides guidelines for appropriate appearance, uniform, and grooming of employees.

- A. **Application.** This policy always applies to all employees. An employee who is in doubt as to which dress standard applies should contact his or her supervisor. Public Safety and or Public Works Department employees may be covered under Departmental policies regarding appropriate dress and appearance.

- B. **Formal Business Dress Policy.** Professional business attire shall be worn when there is a need to present a more formal professional appearance for meetings or special events. Suits, dress shirts, and ties for men and suits or dresses for women are proper attire for personnel when:
 - a. Duties involve constant contact with the public where more formal business dress is appropriate or desired;
 - b. Representing the city during formal presentations, City Council, Board and Commission meetings, or attending community meetings;
 - c. Representing the City in appointments outside the city offices; or
 - d. At professional association meetings, when appropriate.

- C. **Business Casual Dress Policy.** Business casual dress allows the employee to dress in a neat and professional appearance but is considered less formal than the formal business dress standard. Generally, staff who work indoors or in an office should wear business casual dress, unless the formal business dress is more appropriate or provided an exemption by the City Manager or designee.

Department Directors and supervisors are responsible for ensuring the business casual dress standard is adhered to maintain acceptable dress and appearance. The following standards apply to employees subject to the business casual dress policy:

- a. Neckties are not required. However, if an employee is conducting or attending meetings where they come into contact with other business professionals, the employee is expected to represent the City in a professional manner and dress appropriately for conducting such business and may be required to wear a necktie.
 - b. Items of apparel that are considered inappropriate business attire and which are not allowed during standard business hours, unless they are part of an approved uniform, include:
 1. Provocative or revealing attire
 2. Wrinkled, ripped, torn, tattered or soiled clothing
 3. Sweats or apparel traditionally worn for exercise workouts
 4. Thong (or flip-flop) sandals or other casual footwear such as Crocs
 5. Employees may not have visible tattoos which could be deemed offensive. Also prohibited are nose rings/studs, eyebrow rings/studs, tongue studs or similar types of facial jewelry. These items should be concealed or removed during workdays.
- D. **Uniformed Dress Policy.** Department Directors shall determine which positions are required to wear uniforms and shall establish uniform standards for each.
- E. **Department Directors Discretion.** This policy does not cover all potential appearances and grooming issues, and any extreme clothes, hairstyles, facial hair, or jewelry are not permitted. Department Directors are expected to use discretion in maintaining the professional image of the department. The Department Director should provide a copy of any departmental dress and grooming standards to each of its employees.