CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 82(R)   **April 1, 2005**

TO: All Departments, Boards, Agencies, and Commissions

FROM: Charles L. Rice, Jr., Chief Administrative Officer

SUBJECT: STANDARDS OF APPERANCE FOR CITY EMPLOYEES

I.   **PURPOSE.**

This revised memorandum reestablishes guidelines for a standard of appearance including provisions for casual dress days for City of New Orleans' employees.

II.   **STATEMENT OF POLICY.**

It is important that all employees of the City of New Orleans project a professional image. To create this image to citizens, vendors and business associates, the City of New Orleans has implemented Standards of Appearance for its employees. This policy applies to full-time, part-time, temporary, classified and unclassified employees in office environments.

III. **GUIDELINES FOR STANDARDS OF APPEARANCE.**

   1. An employee shall be neat, clean and have a groomed appearance. Employees should be appropriately attired for their individual job assignments. Employees should use proper judgment when selecting attire for work. Clothing should not be too revealing.

   2. Grooming should be completed before arriving at a work location.

   3. Employees shall wear identification badges as specified in Policy Memorandum No. 28 or name tags for those who use them as part of their official uniform.

IV.   **APPROPRIATE BUSINESS ATTIRE.**

   a. Dresses/Skirts
   b. Suits/Pantsuits/Ties
   c. Blouses/Shirts/Blazers/Vests
   d. Pants in suitable fabric (ankle length)
   e. Any type of business shoe (heels, flats, etc.)
   f. Departmental uniforms and footwear

V.   **INAPPROPRIATE BUSINESS ATTIRE.**

      a. Denim pants
      b. Casual/sports T-shirts (including logo merchandise)
      c. Casual shorts
      d. Stretch (contour fitting) pants/leggings
      e. Casual sandals, flip flops or athletic shoes
      f. Sports jerseys, tank, short/crop, strapless, midriff baring, off the shoulder tops or logo clothing
      g. Caps or hats
      h. Mini skirts

VI.   CASUAL DRESS DAYS.

Business casual dress is permitted on Fridays. Departmental Directors may also approve an occasional casual dress day for special events or clean-up days.

Employees should use reasonable judgment in evaluating the appropriate dress in terms of scheduled meetings with outside associates, vendors or citizens.

1. APPROPRIATE BUSINESS CASUAL ATTIRE

      a. Pants (at least covering calves)
      b. Denim shirts, dresses, pants and skirts
      c. Tennis shoes or dress sandals
      d. City of New Orleans' departmental shirts and uniform shorts

2. INAPPROPRIATE BUSINESS CASUAL ATTIRE

      a. Shorts (Except approved knee length uniform shorts)
      b. Thong-type sandals; flip flops, etc.
      c. Sport jerseys, tank, short/crop, strapless, mid drift baring, off the shouldered tops or t-shirts without collars
      d. Jeans with holes
      e. Caps or hats
      f. Mini skirts
      g. Any clothing with inappropriate messages or symbols

VII.   STANDARDS AND ENFORCEMENT.

It is understood that a temporary change in work duties or medical conditions may dictate changes or limitations in dress. Any temporary change in dress must be authorized by an employee's supervisor.

Active employees and new hires shall sign an acknowledgement of receipt of this memorandum. Copies will be retained in personnel files.

Employees who do not follow the dress code as outlined in this policy will be subject to disciplinary action as deemed appropriate by their

department or agency. At the discretion of an appointing authority, an employee who comes to work inappropriately dressed or groomed may be sent home to change and held accountable for lost work time.

Departments that have adopted uniforms can continue to use them. Nothing in this policy shall be construed as permission to permit employees to deviate from the established uniform code. However, uniforms should be approved in advance by the CAO's office, except for Fire, Police and EMS field employees.

VIII.   INQUIRIES.

Question concerning this policy may be addresses to the Personnel Management Division of the Chief Administrative Office at (504) 658-8629.

CLR,Jr./PMRC/rth/emk

Attachment