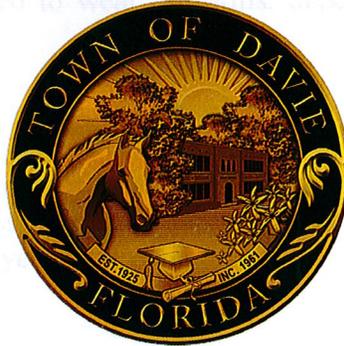


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**DRESS CODE
SOP #24-008**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:



Author

9/24/12

Date



Town Administrator

9-24-12

Date

1-1. POLICY.

All employees will be required to dress appropriately while on the job. The standards of dress will be determined solely by the Town of Davie.

Employees may be required to wear uniforms, depending upon their job classification and/or job duties.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. DEFINITIONS:

- a. Uniformed Employees: Employees that are required to wear specific colored or styled uniforms which may or may not be furnished by the Town of Davie.
- b. Non-Uniformed Employees: Employees that are required to wear approved casual/business attire, appropriate to the area in which they are assigned.

1-4. PROCEDURE.

- a. Because the performance requirements vary in each department, the determination of employees' specific dress and personal appearance standard will be appropriate to the work and services provided by the position and shall be determined by each department.
 - b. All employees must maintain a personal appearance that is clean and appropriate for their positions, (i.e., office attire or uniforms). Individual judgment must be exercised when determining proper use of assigned uniforms (or any other Town of Davie issued property). Uncertainties can be verified with either supervisors or the Human Resources Department.
 - c. An employee's personal appearance should not be disruptive to the workplace or to the carrying out of Town of Davie business.
 - d. Alcoholic beverages shall not be purchased or consumed while in a Town of Davie uniform, even off duty.
 - e. As a rule, clothing worn by Town of Davie employees while on duty must be appropriate for their position. However the following are examples of what is not considered appropriate while on duty:
 - 1. Tight fitting slacks, trousers, or pants.
 - 2. Revealing sportswear, flip flops.
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3. Shorts (unless part of a uniform that meets the uniform standards with regard to length and color)
 4. Sun dresses, dresses or tops with low cut front or back, or halter tops.
 5. “Mini” or extremely short skirts or spandex in lieu of slacks or a skirt.
 6. Tee shirts, unless part of a uniform or issued by the Town of Davie and approved by the Department.
- f. Casual Friday - Town of Davie employees may participate in casual Friday. Employees may wear semi-casual clothes (IE. jeans) to work on Friday, unless otherwise instructed by their Department Director or supervisor.
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