



## **CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES**

### **PROCEDURE(S): DRESS & PERSONAL APPEARANCE**

**EFFECTIVE DATE: OCTOBER 1, 2021**

**REVISION DATE(S): [PREVIOUSLY DRESS CODE] MAY 15, 2020, OCTOBER 1, 2022, JULY 12, 2023, NOVEMBER 22, 2024, MAY 7, 2025**

## **DRESS & PERSONAL APPEARANCE**

### **A. Policy**

The City of New Braunfels strives to project a positive and professional image of team members representing the City. This policy is intended to provide general guidance on dress and appearance and is not meant to address all situations. This policy applies to all City team members including full-time, part-time regular, part-time, temporary, or intern. There may be differences in some departments or division's dress guidelines depending on the nature of the work environment, nature of work performed, safety, involvement with the public, required uniforms or other circumstances as defined by the Department Director.

The City's overall goal in this policy is to ensure maximum flexibility to maintain good morale, respect individual style, and give due consideration to sound business practice. Therefore, the guidelines in this policy serve as a tool to help you gauge what may or may not be considered appropriate. If this policy causes concern due to religious beliefs, medical conditions, or any other legally protected class, please contact the Human Resources Department to discuss appropriate options for accommodation. The following guidelines are intended to assist you in complying with the City of New Braunfels Dress and Personal Appearance Policy:

1. Attire must fit appropriately and be professional; no sheer attire without appropriate under shirts or garments: no attire such as tank tops, tube, or halter tops. Spaghetti straps should not be worn without a jacket/cardigan. Skirts/dresses must be an appropriate length.
2. All footwear is expected to be appropriate to the team member's position. Shoes are to be neat, clean, and in good repair.
3. Jeans (denim of any type or color) are permitted to be worn daily as appropriate for the Department with a City logo shirt (City logo, City department logo, City program logo, etc.). Jeans must be in good condition (no holes or tears). Shoes worn with jeans, similar to regular business-casual attire, must be professionally appropriate. All team members are still expected to dress business casual/formal as appropriate for work presentations or meetings, i.e., City Council, board, or commission meeting, etc.



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4. T-shirts or shorts are allowed based on business needs of the Department, and all shirts must be free of commercial advertising or inappropriate messages.
5. Personal hygiene is essential. Therefore, it is necessary that all team members maintain a clean and presentable appearance.
6. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style. Hair must not be unnaturally colored.
7. No facial piercings are permitted, such as eyebrow, nose, lip, and tongue studs or any jewelry considered to be a safety hazard during business hours or when representing the City.
8. Gauges (or large holes in the ears) may be permitted at the discretion of the Department Director.
9. Tattoos must be non-offensive; no revealing of professionally inappropriate tattoos during business hours or when representing the City. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang membership or gang activity, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age.

Department Directors are responsible for establishing reasonable dress codes for their individual departments that are appropriate for the job being performed or the work assignment, outside of an office environment. Certain team members may be required to wear uniforms. For those team members wearing approved, City-furnished uniforms, the uniforms shall be relatively clean, and free from tears and rips. The City logo and team member's name shall remain visible and should not be covered up or shielded unless a jacket or sweater is worn over the uniform shirt because of weather conditions. Team members who wear hats or caps during business hours or when representing the City must wear City issued hats or caps only (please reference the Uniform Parameters Section).

### **B. Violation of Dress & Personal Appearance Policy**

Supervisors are expected to enforce these guidelines and speak to team members for violations of any of the sections of the Dress and Personal Appearance Policy. Any team member who does not meet the standards of this policy will be directed by the team member's Manager/Supervisor or Department Director to take corrective action, which may include leaving the workplace until he/she



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is properly dressed or groomed. A team member's failure to comply with a Manager's/Supervisor's or Department Director's directive to take corrective action will be grounds for disciplinary action. Team members will not be compensated during time away from work to comply with this policy.

### **C. Uniform Parameters Policy**

1. The City will determine which positions are required to wear uniforms.
2. The City will determine what uniform will be provided [shirts, pants, shorts, footwear, hats, and jackets] based on the position.
3. Hats/caps/visors – team members will have the option to have a baseball style cap, visor or full brim hat for additional sun protection. Hats can have either an all-white or the full color City logo. Team members may be allowed to deviate from the hats/caps/visors policy as approved by the Department Director, City Manager, or Assistant City Manager.
4. Procedures for the purchase of footwear provided by the City will be determined by each department.
5. The City will pay up to \$200 for boots. The City will determine boot specifications [for example, steel toe required] for the position. The team member can choose the footwear that meets these specifications. If the team member chooses footwear that costs more than \$200, the team member must pay the additional cost. Footwear will be replaced once a year.
6. Some team members may receive a clothing/cleaning allowance.
7. With prior approval from the department director, team members may submit requests for reimbursement for City-logoed shirts and/or uniforms purchased for work purposes.
8. Team members may be required to represent the City and be recognized as a City team member but are not provided uniforms [as described above] and are not required to wear the City attire daily. These team members may be provided City logo shirts depending on available funding.
9. Departments may request funding for the purchase of City logo shirts for their department. The style and color of the shirts provided for business needs will be determined by the Department Director. The team member can choose any style from an appropriate catalog and/or website based on the parameters designated by their Department Director.
10. Any team member can purchase additional logo shirts using the parameters for colors and styles



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described above, including jackets, fleeces, and other clothing at the team member's expense. Team members cannot put the City logo on any apparel that does not meet the requirements listed above.

11. Team members can only wear City-issued uniforms during work hours.
12. Special event t-shirts are not included in these guidelines.