

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
*POLICIES & PROCEDURES MANUAL*

POLICY 31.140 - BUSINESS CASUAL ATTIRE

Date: July 9, 2019  
Revision No: 4  
Supersedes: June 23, 2016  
First Adopted: March 1, 1999  
Effective: July 9, 2019

---

**POLICY:**

The Business Casual Attire Policy is applicable to all employees not covered under Policy 70.010 Department Furnished Uniforms.

Initial impressions of an organization's professionalism and competence are frequently formed by customers and the public as a direct result of employee appearance and interaction. It is the intent of the Department to create a Business Casual Attire Policy which will create a relaxed, positive daily work environment while still projecting a professional, positive Department image.

The guidelines below are general and subject to management interpretation, discretion, and enforcement; they may vary according to job description and duties being performed.

**PROCEDURE:**

The Department is adopting a Business Casual Attire Policy as an everyday dress standard. All qualified employees may take advantage of relaxed Business Casual Attire in the workplace as an alternative to the more formal traditional Business Attire. This does not mean that those who favor the traditional Business Attire need to discard it, as it is always appropriate. Those who opt for Casual Business Attire are still expected to represent themselves, as well as the Department, in a positive manner by dressing appropriately.

General guidelines defining acceptable Business Casual Attire are listed below:

1. Choose Business Casual Attire that communicates professionalism.
2. Always take your workday schedule into account when dressing. There may be meetings, events, or functions at which Business Attire is more appropriate.
3. All clothing must be clean and wrinkle-free. Shirt tails that are clearly designed to be worn tucked in must always be tucked in. Shirts with a straight across, finished hem, may be worn untucked. Button up shirts must be buttoned from top to bottom except for the top two most buttons. Belts must be worn with all portions of the belt tucked into belt loops and not dangling. Shoes must be in good, clean condition.

4. Good judgment and professionalism are required of all employees opting to wear Business Casual Attire.

**ACCEPTABLE ATTIRE:**

FOOTWEAR:	Dress shoes, leather loafers, western style boots, backless shoes, sandals (feet must be well groomed); hosiery is optional.
PANTS:	Corduroy, Khakis, Dockers, slacks, jeans, crops and capris.
SHIRTS/BLOUSES:	Button front shirts, polo-shirts; department logos; must be collared, banded collars acceptable; shirt tails will be tucked in; sweaters, vests, sleeveless or knit shell tops, blouses and sweaters; camisoles under thin or lightweight garments.
DRESSES/SKIRTS/ SKORTS:	Business Casual dresses, sleeveless, cap sleeve or traditional; skirts; jumpers; length not shorter than 3" above knee.

**IF IN DOUBT, DO NOT WEAR IT**

**BUSINESS CASUAL ATTIRE SHOULD MAKE YOU, AND EVERYONE THAT YOU HAVE CONTACT WITH, FEEL COMFORTABLE.**

**MODESTY IS THE KEY!**

Unacceptable attire is as follows:

1. Clothing and shoes that are tattered, torn, dirty, faded or frayed. Casual does not mean sloppy.
2. Anything you would wear to the beach, gym, to garden or clean house, to a night club or to bed, should be left at home.
3. Undergarments should not be visible.

<b>UNACCEPTABLE ATTIRE:</b>	
FOOTWEAR:	Athletic shoes, deck shoes, hiking boots, slippers, beach/pool-type rubber, flip flops*, Birkenstocks
PANTS:	Denim or jean capris, sweats, shorts, bib-overalls, hip huggers, tight fitting
SKIRTS/SKORTS:	Hip huggers, minis (more than 3" above the knee), shorts; sheer, revealing or tight fitting
SHIRTS/BLOUSES:	T-shirts, tank tops, halter tops, crop tops, strapless, backless, spaghetti straps, tube tops; large lettering, slogans or pictures, non-Department logos; sheer, revealing or tight fitting
DRESSES:	Strapless, backless, spaghetti straps, sun dresses, bib-overall jumpers; bare shoulders or midriff; sheer, revealing or tight fitting

\*For purposes of this policy, flip flops include any open toed, open back sandals with a Y shaped strap that passes between the first and second toes and around both sides of the foot, or with a strap between the toes and a across the top of the foot, including those with flat, wedge, or heeled soles, with or without "bling", and regardless of material (rubber, leather, etc.).

*CHECK WITH YOUR IMMEDIATE SUPERVISOR REGARDING ANYTHING YOU DO NOT UNDERSTAND REGARDING THIS POLICY.*

For special circumstances such as cleaning storerooms, visiting well sites, etc., employees should coordinate and receive **prior approval from their supervisor** to dress in attire other than what is listed as acceptable in this policy.

**DISCIPLINARY PROCEDURE:**

Employees who violate this policy will be subject to the following:

First Offense:

1. Review policy with the employee
2. Verbal warning given

Second Offense:

1. Review policy with the employee
2. Employee will be sent home to change into appropriate work attire and will return to work.
3. All FLSA non-exempt employees will be docked in pay for all time used to comply with this policy.

Third Offense:

1. Review policy with the employee
2. Employee will be sent home to change into appropriate work attire and will return to work.
3. All FLSA non-exempt employees will be docked in pay for all time used to comply with this policy.
4. Non-compliance to policy will be noted in employee's annual performance evaluation.

Fourth Offense:

Disciplinary action

**Policy Review**

Established:	<u>3/1/1999</u>
Revised:	<u>6/1/2003</u>
Revised:	<u>7/23/2008</u>
Revised:	<u>6/23/2016</u>
No Changes:	<u>7/2018</u>
Revision Board Approved:	<u>7/9/2019</u>
No Changes:	<u>7/2020</u>
No Changes:	<u>7/2021</u>