



Administrative Policy Manual

Policy No: A-11

Date: 12-1-10

Approved: Dan Matting

SUBJECT: APPROPRIATE OFFICE ATTIRE

PURPOSE: To provide guidelines to employees for appropriate and professional attire.

GENERAL POLICY:

The climate in Indio is generally warm throughout the year. Employees may dress appropriate to the weather and this policy.

PROVISIONS:

1. Employees shall always be well groomed, dressed suitably for public service and in a way that reflects favorably on the City. Staff is expected to dress appropriately when representing the City at a meeting or event.
2. For men:
 - a. Dress, Khaki or Dockers pants;
 - b. Collared polo, short or long sleeved shirts;
 - c. Tie optional;
 - d. Jeans that are not torn or faded may be worn on Fridays or when working on a special project where jeans are appropriate (i.e. cleaning). Not applicable to field personnel.
3. For women:
 - a. Dressy Capri or long pants, skirts or dresses;
 - b. Exposed spaghetti straps, tube, halter, backless or "tank" tops are not appropriate office attire. Midriffs must be covered at all times;
 - c. Pantyhose optional;
 - d. Open toe sandals optional; (beach sandals are not permitted)
 - e. Jeans that are not torn or faded may be worn on Fridays or when working on a special project where jeans are appropriate (i.e. cleaning). Not applicable to field personnel.
4. Employees are encouraged to wear clothing that identifies them as City of Indio employees.