

CITY OF HAMILTON, OHIO

No. 328

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-28-16

Supersedes: No. 328 dated 8/17/98

Approved by: Joshua A. Smith,
City Manager

SUBJECT: Casual Day

PURPOSE: The general dress for office environment is “corporate casual.” However, Directors and Chiefs recognize that higher dress standards may be necessary and desirable in specific offices or at specific times.

Some Departments/Divisions may choose to adopt a “casual” day schedule for a variety of reasons - perhaps as a morale booster, as a fund raiser for charity, or just as a change in routine.

1. Policy.

- a. City employees’ attire should be appropriate to the nature of their tasks and the degree of contact and interaction with the public. An individual is expected to exercise good judgment in his/her choice of attire.
- b. In all cases City employees are required to present a clean, neat and well-groomed appearance.
- c. While these guidelines are not intended to address every possible situation (for example, not intended for plants or city garage), there are some general rules for office employees to be observed and are as follows:
 1. T-shirts or exercise apparel are not appropriate in an office environment. Exceptions to this would be when utilizing the exercise room, or seasonal sweatshirts on appropriate holidays.
 2. Suggestive apparel is not appropriate anywhere or anytime.
- d. Apparel with written messages (other than logos) is not appropriate.
- e. Shorts are not appropriate in an office environment. Acceptable exceptions to this would be dressy, knee length skorts and culottes.
- f. Footwear should be appropriate to the style of clothing worn, potential hazards of the workplace, and/or the season of the year. In general, thong footwear (flip-flops) is not appropriate in any environment.
- g. Jeans may be appropriate (when approved by the individual worksite/management team), provided the garment is clean and not tattered or torn.
- h. Departmental management may develop appropriate standards for the various workgroups within their respective departments. It is recommended that some form of public notification be used when implementing guidelines for “casual day”. Departmental management shall have the task of administering and enforcing the standards on a daily basis.