

Dress Code Policy

Policy No. 6.6.0

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PURPOSE:

In order to maintain a professional image, the employees of the Town of Nipawin are expected to wear clothing deemed appropriate for their job, parameters of safety, and public expectations.

The Town of Nipawin will provide a uniform allowance as provided for in the collective bargaining agreement.

DEFINITIONS:

Business Casual - Means dressing professionally, looking relaxed, yet neat and pulled together.

POLICY:

The Dress Code for the Town of Nipawin Office employees is considered **Business Casual**.

Employees are expected to employ common sense when dressing for work.

Ripped, torn or frayed clothing are not acceptable.

Clothing should be appropriate to an office setting.

Fire Chief and Bylaw Enforcement Officer: uniforms applicable to their departments.

Director of Parks & Recreation and Director of Works and Utilities: clean jeans which are not torn or frayed are appropriate as they occasionally visit the Town shop and or/work sites.

Council

1. Formal Meetings

Business attire must be worn for all formal meetings (Regular & Special Council meetings and/or meetings with dignitaries/leaders), that is, dress pants/skirt and dress shirt/blouse and tie.

2. Informal or ad hoc meetings

Business casual or casual attire are acceptable for informal or ad hoc meetings, i.e. jeans, shorts, etc.

Office Staff

1. **Dress-Down Fridays**

Office staff may choose to wear clean jeans to work on Fridays. Staff make \$2.00/person weekly donation and a charity is chosen quarterly.

2. **Slacks, Pants, and Suit Pants**

Acceptable Slacks or Pants:

Slacks such as Dockers, wool pants, flannel pants, dressy capris, and nice looking dress pants are acceptable.

Dressy knee length walking shorts are acceptable.

Inappropriate Slacks or Pants:

Jeans (except on Fridays), sweatpants, exercise pants, Bermuda shorts, short shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

3. **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable.

Dress and skirt length should be at a length at which you can sit comfortably in public.

Short, tight skirts, mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

4. **Shirts, Tops, Blouses, and Jackets:**

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office.

Inappropriate Shirts, Tops, Blouses & Jackets:

Inappropriate tops for work include: tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

5. **Shoes and Footwear**

Conservative athletic or walking shoes, loafers, sandals, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

6. **Jewelry, Cosmetics, Perfume, and Cologne**

Should be in good taste, with limited visible body piercing.

Perfumes and colognes are to be worn with restraint in order to prevent allergic reactions.

7. **Hats and Head Covering**

Sunglasses, toques and hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Outdoor Staff

- 1. Pants**
Pants must be clean and not ripped, frayed or torn. Jeans or workpants may be worn. Shorts are not to be worn at all.
- 2. Shirts**
Shirts must be clean and not ripped, frayed or torn. Shirts must have sleeves. Muscle shirts or tank tops are not to be worn.
- 3. Boots**
CSA approved safety boots/shoes appropriate to the task must be worn at all times. Pool maintenance staff are not required to wear steel toe boots while completing pool duties. Once pool maintenance staff leave the pool site or perform duties where steel toe boots are required (i.e. grass cutting) they will be required to wear them.
- 4. Protective Vests/Shirts/Jackets**
Must be worn at all times.

Clothing Allowance:

In Lieu of clothing allowance, all full-time unionized employees receive \$200.00/year.

New Arena employees will receive a new jacket & hardhat when starting work.
(CUPE 777-01 Agreement - January 1, 2012).

Out-of-Scope staff receives the same \$200.00/yr. clothing allowance.