

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> DRESS CODE, UNIFORMS & PERSONAL SAFETY ITEMS	<u>Regulation No:</u> 2.25	<u>Effective Date:</u> July 1, 2018
	Supersedes: Release dated July 1, 2008; July 22, 2008	

I. PURPOSE

The purpose of this regulation is to identify the appropriate apparel and safety equipment that is to be worn by Town employees for safety, community recognition, and professional demeanor.

II. APPLICATION

This regulation applies to all Town employees. Law enforcement personnel shall follow the regulations set forth in the Police Department's General Orders.

III. DRESS CODE

- A. Certain employees of the Police, Public Works and Parks and Recreation Departments are required to wear uniforms and use other specific items issued to them by the Town of Vienna at all times.
- B. Non-uniformed employees are to present themselves in a clean, businesslike and professional manner. Employees are the Town's representatives to the public and an employee's appearance has an impact on the public's perception of the Town. To meet this objective, the minimum approved dress code is "business-casual."

Business-casual does not mean dressing up a casual outfit. Business-casual means dressing down a business outfit. It is about dressing professionally, while looking relaxed. With this definition in mind, the following standards must be observed:

- 1. Clothing must be neat and crisp; clean and free of rips, tears and stains. Clothing should not be ill fitting or revealing.
- 2. Because it is not practicable to define every possible scenario, employees must always exercise good judgment in determining what apparel is appropriate. If an article of clothing generates doubt for work, it is safe to assume that it is not appropriate.

Inappropriate attire for work includes any of the following clothing items, by way of example, but not specifically limited to clothing that exposes the shoulders, belly, back or any undergarments; dresses or tops with a loose arm socket; muscle shirts; T-shirts, or undershirts; shirts with wording or pictures; and sweatshirts.

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3. The official Town of Vienna logo is allowed on dress shirts or polo shirts, which cannot be modified from its original design.
 4. Employees may not wear "jeans" or clothing made of denim; shorts; walking shorts; athletic clothing or athletic shoes, unless their work is directly related to the wearing of such apparel. Leggings may not be worn unless they are worn with a long tunic or appropriate-length dress.
 5. Appropriate business-casual shoes are to be worn at all times; no flip-flops, athletic shoes, or slippers are allowed.
 6. Exceptions to these dress rules are on Casual Fridays, when jeans, denim clothing and athletic shoes may be worn, or on any other occasion designated "Casual" by the Town Manager. Casual dress guidelines are contained in Administrative Regulation 2.37.
 7. The only general exception for shorts and athletic shoes is for recreational staff working summer camps and/or special events.
 8. Only the Town Manager may make exception to these guidelines.
- C. An employee who fails to comply with these standards has the option of changing immediately into an allowable item. On an initial offense, the employee will be sent home to change into appropriate clothing, using vacation, compensatory leave, or leave without pay, for the time away from his/her work site. Further incidents will be handled under the Town's disciplinary policy as contained in Administrative Regulation 2.15.

IV. SAFETY EQUIPMENT

- A. Town approved safety shoes are required to be worn during work hours by employees who conduct field operations, construction, repairs, general maintenance, and custodian work. (See Section V.)
- B. The Town of Vienna will reimburse employees for the cost of obtaining prescription safety glasses, as long as they meet ANSI Z87.1/CSA Z94.3 standards. Employees must submit a receipt to their department verifying the purchase in order to receive reimbursement.
- C. Other personal protective equipment such as, but not limited to, gloves, goggles and hard

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hats is furnished by the Town of Vienna as needed. These are required to be worn as the work warrants.

- D. It is the employee’s and the supervisor’s responsibility to insure the appropriate safety equipment and items are worn for the work performed.

V. SAFETY SHOES

- A. Employees whose positions require them to wear safety shoes will be able to obtain the necessary footwear through the Town's “Shoe Mobile” program. The Town requires that safety shoes worn on the job meet current ANSI standards and have a minimum six-inch boot for field and maintenance staff. Office, supervisory and management staff may be reimbursed for low-cut safety shoes. However, it will be an employee’s responsibility to use judgment and wear minimum six-inch boots when necessary for their work.
- B. The Shoe Mobile will be on site at least twice a year to provide employees with safety shoes.
- C. Employees may select any pair of safety shoes from the shoe mobile inventory as long as they meet the minimum Town safety standards and the total cost for shoes does not exceed \$240 per fiscal year (maximum \$120 per pair). Employees may select shoes above the \$240 annual budget, but will be required to authorize a payroll deduction payment from their next paycheck to pay for the overage.
- D. Shoes may only be obtained from the Town’s shoe mobile source, unless prior authorization is granted by the Department. Upon submission and approval of appropriate documentation, employees with such authorization will be reimbursed for the cost of the shoes up to \$120 per pair, or actual cost, whichever is the lower amount.
- E. It is the employee’s and the supervisor’s responsibility to insure the appropriate safety shoes are worn for the work performed.

VI. MEDICAL EXCLUSIONS

Exceptions to specific portions of this regulation may be made for medical reasons. Questions regarding an employee’s alleged medical inability to abide by these regulations will be resolved by a medical certification, as determined by the Human Resources Director.

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VII. UNIFORM ALLOWANCES – POLICE DEPARTMENT

Members of the Vienna Police Department are provided with shoe, clothing and dry cleaning allowances. These allowances are distributed as follows:

POSITION	SHOES	DRY CLEANING	CLOTHING
Dispatcher	\$50 per year	\$330 per year	\$ 0
Community Services Officer	\$ 0 per year	\$330 per year	\$400 bi-annually
Patrol Officer	\$50 per year	\$330 per year	\$ 0
Criminal Investigation Officer	\$ 0 per year	\$330 per year	\$400 bi-annually
Narcotic Officer	\$ 0 per year	\$330 per year	\$400 bi-annually
Traffic Officer	\$ 0 per year	\$330 per year	\$ 0

VIII. RETURN OF UNIFORMS AND SHOES

A. Upon separation from Town service, employees are required to return all Town provided uniforms. In the event that the employee does not return all issued items, the Town's cost of providing those items may be deducted from the employee's final paycheck. In any event, it will be the responsibility of the employee to reimburse the Town for the cost of any item not returned at separation. If not fully reimbursed, the Town will avail itself of all legal collection processes to recover the balance due.

B. Employees who have been issued shoes will be required to reimburse the Town as follows:

1. SAFETY SHOES - Permanent Employees

6 months or less: Employee reimburses the Town 50% of the cost of the shoes.

Over 6 months: Shoes become the property of the employee.

2. SAFETY SHOES - Temporary Employees

6 weeks or less: Employee reimburses the Town 50% of the cost of the shoes.

Over 6 weeks: Shoes become the property of the employee.


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3. POLICE SHOE, CLOTHING, and DRY CLEANING ALLOWANCE – (Following completion of probationary period)
 6 months or less: Employee reimburses the Town 50% of the allowance
 Over 6 months: Employee retains the full allowance.

IX. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	June 15, 2018