



# CITY OF LAKE FOREST

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## Non-uniformed Employees – Casual Professional Guidelines

City employees contribute to the culture and reputation of the City in the way they present themselves. A professional appearance is essential to a favorable impression with customers and residents. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of the people we work with. **See Personnel Policies, Section 1.7 Professional Appearance, for additional information.**

**Casual professional attire is:** clothing that allows employees to feel comfortable at work, yet appropriate for an office environment; a balance between casual and formal wear that combines tailored and polished business wear with elements of casual attire; clothing that is informal and comfortable, yet clean, in good repair and presentable.

Appropriate dress will vary according to the department in which the employee works and specific departmental needs and considerations, but cleanliness and safety are essential. Clothing and appearance should not cause a safety hazard. Employees shall also practice good personal hygiene and grooming to present this professional image.

The goal is for employees to have the latitude to dress for their day with the expectation that employees who are hosting or attending meetings with external client/vendor/business representatives must wear appropriate clothing, including business attire.

**The following guidelines, while not comprehensive, are offered as acceptable standards of appearance:**

- All clothing should be clean and free of holes, tears, frays, or stains.
- Pants should be casual slacks, or nice jeans that are un-faded.
- Capris pants that are part of a professionally styled outfit.
- Blouses, dress shirts, sweaters, collared shirts (including golf and polo shirts).
- Job appropriate footwear designed for safety and comfort.

**Examples of unprofessional appearance may include, but are not limited to:**

- Shirts with conspicuous logos or slogans other than sports teams.
- Clothing typically used for exercise purposes including loungewear, sweatpants, and yoga pants.
- Rubber or beach flip flops (unless medically necessary).
- Revealing attire, including sheer clothing.

Our hope is that everyone will enjoy the opportunity to wear casual professional attire and use good judgment in dressing within the general guidelines set forth in this document and the policy. Anyone who arrives for work in clothing that is deemed inappropriate will be asked to change into more appropriate attire and to refrain from wearing that attire in the future. Department Heads may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change and will be required to use personal time or vacation time to do so.