



TOWN OF MILFORD

Policy Name:	Dress Code Policy	Policy Number:	2021-01 HR
Created:	05/25/2021	Revised Date:	Approved by BOS:

PURPOSE

Our business is public service. The purpose of this Dress Code Policy (the "Policy") is to provide guidelines for Town of Milford (the "Town") employees and management as to what does and does not constitute appropriate professional attire. In the special role our employees hold within the community, Town employees should project a professional image for external customers, residents, co-workers and community partners.

This Policy does not contain an all-inclusive list of what is and is not acceptable, rather it provides representative examples of acceptable and unacceptable attire. This Policy is to be **followed by all non-uniform employees** of the Town during the course of their assigned business hours or otherwise representing the Town. Each Department Head has the authority to formally set additional dress code expectations to meet department needs that are consistent with those noted in this Policy.

Departments requiring uniforms (Police, Fire, Ambulance, Public Works, Water Utilities) will follow department specific protocols in regards to dress code as well as safety protocol policies defined in the Town's Joint Loss Management Manual, with this Policy as tertiary reference.

POLICY

General Guidelines –

In all cases, and at all times, employees are expected to dress professionally relative to the degree of public contact, nature of work and required safety protocols. Under all circumstances, the Town expects our employees to project a positive, professional image. Clothing is to be clean, in good repair, neat and suitable for the job they are expected to perform. While each employee is responsible for utilizing these guidelines to decide what is appropriate to wear for work, and equally important, what clothing is not appropriate for the workplace, Department Heads and the Human Resources Department reserve the right to determine the appropriateness of any disputed attire. It should also be noted that proper hygiene and grooming are just as important and necessary to an overall professional image as proper dress. Please see the Town's Grooming Policy for additional information and guidance.

Responsibility of Management –

Department Heads are expected to set the example, dressing appropriately at all times. Department Heads who attend meetings or meet with external customers should dress in appropriate business attire. Those Department Heads conducting business in the office shall have the flexibility of business casual attire.

Within each Department, the following guidelines govern:

1. Each Department Head may set specific dress code policies consistent with the General Guidelines above and the chart of examples below. Any department specific dress requirements should be set forth in writing and reviewed with all new hires. Dress Code guidance provided to employees by their direct supervisors (department specific) will be the first point of reference for employees, with the Town's Dress Code Policy falling secondary in any area not governed by the more specific department policy.
2. Department Heads and supervisors are responsible for monitoring compliance with this policy and their own specific dress code policies within their departments.



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3. Department Heads, managers and/or supervisors reserve the right to determine appropriateness of appearance and clothing for the task at hand. E.g., See the Field Work / Manual Labor section below.

Safety –

At all times, safety apparel and appropriate safety equipment provided by the Town must be worn by all employees, when necessary, for the type of work being conducted.

- Safety clothing/gear typically includes safety vest, raincoat, reflective wear, gloves, protective glasses, steel-toed boots, etc. (This list is reflective of gear provided to employees and not an all-inclusive list.)
- Employees may also be required remove any loose or dangling jewelry that may present a safety hazard, as directed by each department.

Failure to wear protective gear and/or safety clothing as required for the position or as instructed by a Department Head or supervisor may result in discipline, up to and including termination of employment if the infraction is repeated.

All Administrative & Office Employees –

- A **business casual dress code** is appropriate for Administrative & Office Town employees **Monday through Thursday**. Please see chart of examples below.
- A **casual dress code** is appropriate for Administrative & Office Town employees on **Fridays** (jeans day), as deemed appropriate by the respective departments.

Field Work / Manual Labor –

- DPW/WUD – Upon approval in advance by the DPW/WUD Department Head, employees in those departments who work in the field or who are performing manual duties may wear jeans, or similar attire, that is appropriate to the type of work being performed by the employee.

Union/Uniforms–

- The specific dress requirements of this Policy do not apply to Town employees who wear uniforms or in situations where the employee's clothing is expressly addressed through a collective bargaining agreement.
- Employees are responsible for keeping their uniforms neat, clean and in good repair.
- Uniforms shall be worn only during work hours, or for conducting official Town business outside working hours.

Requests for Reasonable Accommodation –

Any employee that requires a reasonable accommodation or exception to this Policy for reasons based on religion, disability, or other grounds protected by federal, state or local laws should contact the Human Resources Department. A reasonable accommodation will be granted unless it would cause an undue hardship on the Town. The Town prohibits any form of discipline, reprisal, intimidation or retaliation for requesting a reasonable accommodation for grounds protected by federal state, or local law.

Non-compliance –

We are confident that each employee will use their best judgment. If there is any doubt regarding the appropriateness of particular attire, it should be discussed with the immediate supervisor/ Department Head.



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If an employee reports to duty in attire that does not comply with the established dress code policy, the employee's supervisor shall ask the employee not to wear the inappropriate item to work again. If compliance with this Policy persists, the employee will be asked to go home and change, utilizing accrued annual leave. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return, unless pay is otherwise required by applicable law. For subsequent offenses, the supervisor may initiate appropriate disciplinary procedures consistent with the Personnel Rules.

Questions ~

Employees may raise questions about this Policy at any time with their direct supervisor or Human Resources.

Approved by John Shannon, Town Administrator:

John Shannon, date: 6/1/2021

I have read the Town of Milford "Dress Code Policy" in its entirety, I understand it, and I agree to comply with its terms.

Employee Signature

Print

Date



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Examples below are representative, not all inclusive, of what the Town of Milford determines to be acceptable versus unacceptable attire for Administrative & Office Employees.

Acceptable Attire

Business Casual

- Dress shirts, with or without collar and tie, blouses, suits, blazers or sport coats, golf and polo shirts.
- Sweaters and casual blouses/shirts.
- Dresses or skirts w/hemline at or below the knee, suits, etc.
- Dress slacks, Dockers, loose-fitting knit pants, cotton khaki-type slacks, culottes, casual slacks, trousers.
- Footwear shall be in good repair. Casual slip-on or tie shoes or dress sandals are acceptable. Sneakers or boots may be worn as deemed necessary for task at hand. Closed-toe and closed-heel footwear may be required in certain areas as a safety precaution

Department Specific

- Sweatshirts and T-shirts may be approved by department or in advance for specific events.
- Knee length shorts (department specific)
- Certain positions may require safety shoes to avoid injury.
- DPW/WUD may require clothing consistent with the policy guidance above.

Casual Dress Code (Fridays only – or as advised by your supervisor/department head)

- Jeans

Unacceptable Attire

- Spandex tops, muscle shirts, camouflage, halter/tube tops, mesh shirts, low cut tops, sheer/see through fabrics and crop tops. (*Tank tops/Spaghetti straps permissible if worn under a blouse or sweater.*)
- Clothing with sexually suggestive slogans, profanity, nude or semi-nude pictures; clothing identifying political issues, or alcohol, tobacco or drugs or logos or cartoons with offensive, harassing or discriminatory language or symbols.
- Logos on clothing which exceed a 2" diameter in size, with the exception being Town of Milford business related logos (department specific caveats may apply).
- Mini-skirts (skirts and dresses should be, at most, 2" above knee) and slits should not go above the knee.
- "Short" shorts (Shorts should be at most 2" above the knee).
- Camouflage pants, sweatpants, multi-pocketed pants (i.e. non-departmental cargo or carpenter / painter-style pants), jogging suits, workout/gym clothing, leggings, spandex bottoms or other form fitting pants, or jeans of any color (except as permitted on Fridays).
- Flip-flops, slippers.
- No hats, baseball caps, bandanas, etc.

In all cases, no frayed, ripped, unclean, unkempt or improperly-fitting clothing or clothing which is noticeably worn or tattered (including ripped jeans).