

## TOWN OF EAST WINDSOR

### DRESS CODE POLICY

As an employee's appearance can impact the public's perception of the Town, this policy has been developed to codify the Town's current practices and expectations by outlining acceptable "business attire" and "business casual" and to provide explanation to Town employees regarding these practices.

"Business casual" dress has been and remains the foundation of the Town's professional dress policy. On normal business days, employees are allowed to wear "business casual" attire.

Examples of/options for "Business Casual" include the following:

- Slacks (twill, khaki-not jeans)
- Blazer/sports coat
- Knit golf shirts
- Skirts
- Blouses
- Sports shirts with collars (short or long sleeved)
- Sweaters/cardigans
- Town logo shirts
- Capri or Crop Pants

As has been required by specific positions "Business Attire" is worn to present a professional appearance for meetings or special events at which employees are representing the Town.

Examples of "Business Attire" are:

- Traditional 2 piece suit with shirt and tie
- Slacks and sports coat, dress shirt with collar and tie
- Dresses
- Dress pants
- Skirts
- Blouse/shells
- Dress shoes
- Blazers/dress shirt
- Dressy sweaters (women)

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Examples of "Inappropriate Attire" are:

- Provocative or revealing attire
- Clothing with inappropriate advertising (e.g., cigarettes, beer or anything which portrays a negative image)
- Shirts with slogans or large emblems
- T-shirts of any kind
- Shorts
- Halter tops
- Short skirts (more than 4" above the knee)
- Overalls
- Flip-flops
- Sun dresses with low fronts or backs
- Sweat suits (shirts and/or pants)
- Jeans and/or tennis shoes/hiking boots, unless in a field environment or approved by the Department Head/Supervisor as appropriate for the work assignment.

Unusual circumstances, such as weather conditions, special work assignments, medical reasons, worksite conditions and/or non-normal working hours and situations, may be sufficient reasons to grant exceptions to the dress guidelines.

It is understood by the Town of East Windsor that those employees whose positions require specific dress code (i.e. Public Works, Recreation, Police, etc.) will not follow the Town's dress code policy—but will be expected to follow the dress code of their specific position. Unless excluded by position-specific requirements, men should at all times wear collared shirts.

If, in the opinion of management, an employee is considered to be improperly attired or groomed, management has the right to insist that the attire or grooming be changed. The Town reserves the right to send employees home to change if they are inappropriately dressed. Any time lost by employees as a result of any such determination will not be paid.

  
Jason E. Bowsza, First Selectman

March 19, 2020