

RESOLUTION NO. 16-07

CITY OF BUCKLEY, WASHINGTON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON AMENDING SECTION 4.01 OF THE “CITY OF BUCKLEY PERSONNEL POLICY AND PROCEDURES MANUAL” TO ADD POLICIES REGARDING JEWELRY AND PERSONAL DECORATION FOR CITY EMPLOYEES.

WHEREAS, the City Council adopted the most current version of the “City of Buckley Personnel Policies and Procedures Manual” on February 23, 2016; and

WHEREAS, Section 4.01 provides guidelines for employees personal appearance, conduct and attitude; and

WHEREAS, the current policy on employees personal appearance is general in its description and does not offer guidance on an individual’s tattoos, jewelry or body piercing(s); and

WHEREAS, due to this lack of guidance there has been confusion in the past over what is and what isn’t allowed by City employees and departments; and

WHEREAS, in order to obtain guidance on the issue City staff and the Admin/Finance/Public Safety Committee sought examples from other municipalities and MRSC and drafted new policies that would help to clarify the City’s position on this issue; and

WHEREAS, Admin/Finance/Public Safety Committee reviewed this issue during consecutive meetings on 4/5/2016 and 4/19/16 and a new policy clarifying what is and is not acceptable would be in the best interest of the City; and

WHEREAS, the Committee therefore recommends that Section 4.01 be amended to offer guidance on an individual’s tattoos, jewelry or body piercing(s); and

WHEREAS, the City Council concurs with the Committee recommendation and desires to amend Section 4.01 of the Personnel Policies and Procedures Manual to offer guidance on an individual's tattoos, jewelry or body piercing(s);

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Buckley hereby amends the Section 4.01 of the City of Buckley "Personnel Policies and Procedures Manual" Revision #16 as attached in Exhibit "A" attached hereto and incorporated herein by this reference.

Introduced, passed and approved this 10th day of May 10, 2016.



Pat Johnson, Mayor

ATTEST:



Joanne Starr, City Clerk

APPROVED AS TO FORM:



City Attorney

POSTED: May 12, 2016

Exhibit "A"

4.01 Personal Appearance, Conduct & Attitude

Employees shall wear appropriate attire for their position and department, as determined by the Department Manager. Most City jobs involve contact with the public and other employees. Dress, grooming, and hygiene standards which are compatible with a professional, business-like atmosphere and which demonstrate respect for co-workers should be observed. A neat and presentable appearance is required at all times while on the job and representing the City of Buckley. Employees are expected to be positive in attitude even when dealing with citizens under strained or emotional conditions.

4.01.01 Uniforms. Should uniforms, safety apparel, or equipment be required for a particular position, they will be provided at City expense as provided for in administrative regulations. Except for exigent circumstances, uniforms identifiable with the City of Buckley shall only be worn to and from work and during hours of work or duty.

4.01.02 Aromatic Sensitivities. Some employees may be sensitive and/or have allergies to smells and/or fragrances. Please be courteous to those around you when cooking strong smelling foods, such as fish, in common areas not designated as the lunchroom, and/or eating such food at your desk, as well as when using scented products, such as air fresheners, sprays, potpourri, lotions, makeup and colognes/perfumes. Scents linger and travel from workspace to workspace affecting those that may have sensitivities.

4.01.03 Jewelry and Personal Decoration. Accessories should be in good taste, with limited visible body piercing and no visible tattoos that may be offensive to others. The City prohibits any visible tattoo that is offensive. "Offensive" tattoos include, but are not limited to, any body tattoo or decal depicting nudity, violence, sexually explicit or vulgar art or words, or that is objectionable or demeaning to the image of the City. In general, if the City's other policies (e.g., Harassment Prevention) or Conduct (e.g., Respect) would prohibit the speaking of the words, or display of the art, in the workplace then the tattoos, jewelry or body piercing(s) may not be visibly worn at work. Employees may wear jewelry or body piercing(s) that does not detract from the overall professional appearance or that does not interfere with or diminish the effectiveness of personal protective equipment that may be required to perform the duties of their job position. Supervisors have the sole discretion to decide whether visible tattoos, jewelry or body piercing(s) are appropriate for the job position.

Hats and head covers that are required for medical or religious purposes or to honor cultural tradition are allowed and may also be worn upon prior approval of the Mayor and Department Head.

If clothing fails to meet these standards, as determined by the employee's supervisor and Department Head, employees may be sent home to make appropriate changes. Failure to return to work in compliance with the request will also be considered a violation of this policy. Progressive disciplinary action will be applied if dress code violations occur.