

DRESS AND GROOMING CODE

The dress and grooming of Housing Authority employees shall be clean, neat and in a manner appropriate for the job and/or a specific task.

Examples of attire are: maintenance personnel will wear PHA uniform or appropriate wear for painting, cutting grass, etc. Office personnel shall wear professional attire such as dresses, skirts, suits and dress slacks. Dress shorts and capris are not allowed. Dresses and skirts shall not be more than 2 inches above the knee. Slip on shoes and flip flops are not allowed. Men shall also wear professional attire. Dressy pants and docker style pants shall be acceptable. Pullovers with collars and buttons shall be permitted. The inspector(s), due to his job, will be allowed to wear jeans on a daily basis.

As part of this dress code of the Housing Authority, employees will not be allowed to have visible hickeys. Any employee who fails to abide by this grooming code will be sent home without pay until they are presentable.

If the attire or appearance of an employee is deemed unacceptable by his or her immediate supervisor, the employee is subject to be sent home to comply by the HACH Employee Dress Code.

If an employee does not adhere to the dress and grooming code, he/she shall first be given a verbal warning. If an employee continues to violate the dress code, the employee shall be subject to disciplinary action, including termination.

An employee may appeal a supervisor's decision on a disagreement over the appropriate attire to the Executive Director. The Executive Director's decision shall be final.

*The Maintenance Director shall be allowed to wear out field type clothing due to the nature of the job.