

RESOLUTION NO. R-22-2020

**A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,
AMENDING THE EAGLE MOUNTAIN CITY POLICIES AND PROCEDURES
MANUAL**

PREAMBLE

WHEREAS, the City Council of Eagle Mountain City, Utah, finds that it is in the public interest and in the interest of the management of the City and the employees of the City to revise and amend the Eagle Mountain City Policies and Procedures Manual in use up to the date of this Resolution; and

WHEREAS, the Eagle Mountain City Policies and Procedures Manual has been edited, reviewed and compiled to represent the needs of the City and the rights and responsibilities of its employees and should be amended as presented in Exhibit A;

BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:


1. The Eagle Mountain City Policies and Procedures Manual is hereby amended and adopted as set forth specifically in Exhibit A.
2. This Resolution shall take effect upon its first publication or posting.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 6th day of October, 2020.

EAGLE MOUNTAIN CITY, UTAH


Tom Westmoreland, Mayor

ATTEST:


Fionnuala B. Kofoed, MMC
City Recorder



CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 6th day of October 2020.

Those voting aye:

- Donna Burnham
- Melissa Clark
- Colby Curtis
- Jared Gray
- Carolyn Love

Those voting nay:

- Donna Burnham
- Melissa Clark
- Colby Curtis
- Jared Gray
- Carolyn Love

Those excused:

- Donna Burnham
- Melissa Clark
- Colby Curtis
- Jared Gray
- Carolyn Love



Fionnuala B. Kofoed, MMC
City Recorder

Posted to City bulletin boards on 10/16/2020 by UP

Exhibit A

5.25 | Personal Appearance

Last Revision: --/--/----

Dress, grooming, personal hygiene and cleanliness standards contribute to the morale of all employees and can affect the business and professional image the City presents to patrons and visitors. In order to promote professionalism and quality customer service, the City has established the following minimum dress and grooming standards for all employees. Standards of dress shall be appropriate to the job and the tasks to be accomplished.

A. Acceptable Business Casual Attire for Office Personnel.

1. Clothing that projects a professional image. All clothing shall be clean and without rips, holes, etc.
2. Slacks or dress pants. Employees may also wear dress denim jeans that are not ripped or tattered.
3. Casual dresses, skirts and skorts that are no shorter than one inch above the top of the knee.
4. Leggings are allowed under a skirt, dress, or long shirt/long sweater only.
5. Dress shirts, cap-sleeved blouses, golf-type shirts, turtlenecks, and other shirts/blouses appropriate for business setting.
6. Business suits and sports jackets.
7. Men's and women's dress shoes, clogs, boots, flats and dress heels.
8. T-shirts, and hoodies are not acceptable attire in a business casual environment.

B. Acceptable Casual Attire for Field Personnel.

1. Denim jeans must be in good condition, free of holes.
2. T-shirts and sweatshirts must be in good condition.
3. Shorts, if approved by Department Director/Supervisor.
4. Appropriate footwear: work boots, tennis shoes, or similar per job duties.
5. Hats for sun protection or beanies during colder weather, preferably with City logo or no logo.

C. Prohibited Attire.

1. Revealing attire is not permitted; this includes low cut tops, clothing that exposes back, abdomen, breasts, or buttocks.
2. Shorts, except when permitted by Department Director.
3. Spaghetti strap tops, muscle shirts, or tank tops, unless worn with cardigan or jacket.
4. Strapless or backless dresses, unless worn with cardigan or jacket.
5. Flip flops or house slippers.
6. Tattoos deemed inappropriate or offensive, such as depicting violence, political statements, or profanity, must be covered up during work hours.

D. Grooming and Personal Hygiene.

1. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes regular bath/shower, use of deodorant, and oral hygiene.
2. Undergarments must not be visible.
3. Hairstyles and facial hair must be neat and professional in appearance. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style.

E. Corrective Action.

1. Improperly groomed or dressed employees will be subject to corrective action. Repeat offenders may be subject to possible termination. Department Directors shall be responsible to counsel employees failing to meet this policy. When necessary, such employees will be sent home to comply with established standards. Employees will not be paid for missed work under these circumstances, but may be allowed to use PTO, if applicable.