

## CITY OF LA CROSSE

### **DRESS FOR YOUR DAY GUIDELINES**

**Dress for Your Day** provides employees with the flexibility to choose appropriate and professional work attire based upon their workday and anticipated meetings with customers. Employees will be expected to use good judgment when deciding what to wear to work using basic guidelines. These guidelines are intended for non-uniformed office workers at City Hall and other City office settings. These dress standards do not apply to those employees working in the field.

**Dress for Your Day** work attire is intended to be relaxed when employees have a workday that does not include meetings with external customers, clients, vendors, or the like. The expectation is that employees will wear professional clothing appropriate for the nature of our business and the type of work performed. We all share in the responsibility to portray a positive image for the City, and Department Heads are responsible for fairly and consistently administering these guidelines as described below.

#### **Guidelines for types of attire to avoid:**

Sweatshirts or sweatpants

Shorts

Tank tops (worn alone), crop/halter tops, graphic t-shirts

Ripped jeans, revealing clothing

Exercise wear

Clothes with holes, frays or stains

Leggings with short tops or wild patterns

Rubber soled flip-flops

Please keep in mind that we all share in the responsibility to portray a positive image for the City, and managers are responsible for fairly and consistently administering these guidelines. (Rule of thumb: if in doubt whether something is appropriate, err on the side of caution and keep it for the weekend!)

We appreciate your cooperation in maintaining the City's positive and professional image every day—not only by your attire, but by your positive attitude and service.