



3-4 PROPER DRESS AND APPEARANCE

The personal appearance of employees conveys to the public a general impression of SYCAMORE PARK DISTRICT. Your attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. SYCAMORE PARK DISTRICT expects that you will be professional in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean, and orderly always while on duty. Hair must be neat, clean, always trimmed and present a groomed appearance. Mustaches and beards are permitted if they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must firmly secure longer hair to avoid hazards or contamination.

Exposed body piercing jewelry must not present a safety hazard to you, your co-workers, or the public, as determined by SYCAMORE PARK DISTRICT.

Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Tattoos deemed inappropriate by management will not be allowed and must not be visible.

Clothing and shoes should fit properly and not be torn, frayed, deteriorated, and/or visibly dirty.

Additional dress code requirements may be instituted by your immediate supervisor. Any employee not following the above policy may be sent home to change without pay.

Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to Administration for an authorized deviation from this policy. Said request shall include the policy exception requested and include the basis for said request.



It is your responsibility to wear your ID and/or uniform while on duty. Please remember that ID's, keys, and other SYCAMORE PARK DISTRICT property are and remain the property of SYCAMORE PARK DISTRICT and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost SYCAMORE PARK DISTRICT property. Also, please remember that uniforms, ID's, and other identifying items identify you as a SYCAMORE PARK DISTRICT employee while you are on duty. They are not to be worn when you are not on duty.

Adopted on:

Revised on: October 2021

3-4 (b)

3-4 (a)