

10-9



Township Council
1 Municipal Plaza
Bloomfield, NJ 07003

Louise M. Palagano
Municipal Clerk

<http://www.bloomfieldtwpnj.com>

Meeting: 10/15/12 07:00 PM

2012 RESOLUTION AGREEMENTS

Resolution Adopting Dress Code

2012 RESOLUTION - DRESS CODE

WHEREAS, the Mayor and Council want to update the dress code that is listed in the Township of Bloomfield Employee Handbook; and

WHEREAS, the attached document indicates the appropriate dress code that is to be followed by all Township Employees of the Township of Bloomfield.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Bloomfield, County of Essex, State of New Jersey hereby authorizes that the changes in the attached document be made to the Township of Bloomfield Employee Handbook effective immediately.

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I hereby certify that the above resolution was duly adopted by the Mayor and Council of the Township of Bloomfield at a meeting of said Township Council held on October 15, 2012.

Louise M. Palagano
Municipal Clerk of the Township of Bloomfield

Richard J. ...
Mayor of the Township of Bloomfield

✓ Vote Record - Resolution 2168						
		Yes/Aye	No/Nay	Abstain	Absent	
<input type="checkbox"/> Adopted	Elias Chalet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Adopted as Amended	Nicholas Joanow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Defeated	Carlos Bernard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Withdrawn	Michael Venezia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Tabled	Peggy O'Boyle Dunigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Approved	Bernard Hamilton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Approved by Consensus						
<input type="checkbox"/> Not Discussed						
<input type="checkbox"/> Tabled with No Vote						
<input type="checkbox"/> Discussed						

<input type="checkbox"/> Veto by Mayor	Raymond McCarthy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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APPROVED AS TO FORM AND PROCEDURE
ON BASIS OF FACTS SET FORTH



Director of Law - Township Attorney

PERSONAL APPEARANCE / DRESS CODE

The Township of Bloomfield maintains a high level of visibility within the community and our citizenry, business community, patrons and guests visit the Township's offices on a daily basis. Employees' appearance and conduct should therefore reflect an environment of efficiency and professionalism. In this regard, Township employees are expected to maintain a neat, well-groomed appearance at all times.

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Township Employees who meet, greet or have scheduled meetings with public clients should wear business attire. Appropriate business attire includes suits, dresses, skirts, dress slacks, blazers, dress shirts with neckties, blouses, sweaters and business footwear, (i.e., pumps, flats and loafers).

At all others times, throughout the year township employees are permitted to wear appropriate business casual attire. Township Employees must, however, exercise good judgment in meeting appropriate standards of dress in the workplace. Employees shall not wear suggestive attire, jeans of any kind, no denim, athletic clothing and athletic shoes, shorts, t-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Unkempt hair is not permissible regardless of length. Tattoos and body piercing, other than earrings, may not be visible.

<p><i>Business Casual Attire includes:</i></p> <ul style="list-style-type: none">▪ Dresses, skirts slacks with blouses or shirts.▪ Shirts with buttons and collars worn with slacks.▪ Sport shirts, polo shirts, oxford shirts; jackets or ties are not required	<p><i>The following are examples of some, but not all, attire considered inappropriate for work:</i></p> <ul style="list-style-type: none">▪ Jeans, denim or denim like attire of any type or color.▪ Shorts, Capri pants, leather pants, sweatpants, warm-up suits, halter tops, backless clothing.▪ Beach attire, tee shirts, tank tops, sweatshirts or clothing with writing or slogans (with the exception of Township logos).▪ Spandex, leggings, low cut, ripped, torn, tight or revealing
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	<p>clothing.</p> <ul style="list-style-type: none"> ▪ Casual footwear (i.e. sneakers, sandals or beach type sandals, "flip-flops") and hats/caps.
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Please also be advised the Township Administrator and Department Heads retain the right to require township employees to wear business attire as situations may dictate in addition, to evaluating situations that may require business attire to be excused.

With the advanced approval of the Township Administrator, the Township will make reasonable religious and/or medical accommodations that do not violate safety standards.

Employees violating this policy shall be subject to the following minimum mandatory disciplinary schedule:

For a **first violation** of this policy an employee will be provided a copy of this policy, all questions regarding the policy will be answered, and the employee will be sent home without pay.

For a **second violation** of this policy in a twelve month period, the employee will be suspended without pay for three days.

For a **third violation** of this policy in a twelve month period, the employee will be suspended without pay for ten days.

For a **fourth violation** of this policy in a twelve month period, the employee will be terminated from their employment.

Furthermore, any employee that violates this policy for four consecutive years, shall be terminated from their employment.

This section outlines the minimum mandatory discipline to be imposed for violations of the Township's dress code policy. However, the Township reserves the right to deviate from the discipline outlined above and apply more severe discipline, including automatic termination, if an employee is found to be purposefully violating this policy.