



Appearance and Attire Guidelines

Chapter III, Section 14 of the City of Cheyenne Personnel Rules and Regulations entitled Appearance and Attire states:

All employees are expected to report to work well-groomed and clean.

Employees should dress according to the requirements of each individual position. Some employees may be required to wear uniforms, safety equipment, or safety footwear and clothing. Employees should contact their supervisors for the specific information regarding acceptable attire for their positions.

An employee who reports to work dressed or groomed inappropriately will be asked to correct the problem in a reasonable amount of time. To maintain a professional appearance, employees may be asked to cover piercings and visible tattoos. The City of Cheyenne and its facilities are places of business. Because dress is an important part of the image we present to the public, City employees are expected to exercise good judgement in their clothing choices. Clothing should always be clean, neat and consistent with the employee's job responsibilities for that day. The City recognizes the concept of "Casual Friday" for office personnel who are otherwise expected to be dressed in business attire during the performance of duties.

As the policy states, appropriate dress for your work environment is determined by your supervisor, the nature of your work, and the safety rules for your job.

A clean, neat appearance is expected of you to reflect a professional image and promote positive interactions with members of the public and fellow employees. This means being well-groomed including using good personal hygiene.

Part of a clean, neat appearance is being well-groomed which includes regular bathing and good dental hygiene. Body odor, bad breath, cigarette smoke, and excessive use of perfume or cologne can be offensive to co-workers and to the public.

Employee's attire is to be appropriate to the extent that no disruptive attention, distraction, or reaction on the part of others is anticipated or caused. Listed below are some general guidelines and examples of business attire.

These guidelines are primarily for those who work in an office environment and may not be all-inclusive.

Business Attire	
Acceptable	Unacceptable
Dress pants, khakis, corduroys, or businesslike capris Pantsuits, businesslike dresses and skirts no shorter than 4" above the top of the kneecap Dress shirts, turtlenecks, polo shirts, and tops or shirts with straps at least 4-fingers wide Solid color leggings may be worn with a tunic-length top Blazers, jackets, sweaters or vests Closed-toe or open-back shoes as well as work appropriate sandals	Torn, frayed, or excessively faded jeans Sweatpants, printed leggings, casual capris, cargo pants, or shorts Beachwear, exercise wear, or clothing with writing (other than City logo) Tank tops, halter tops or spaghetti straps unless covered by a jacket or sweater Clothing that reveals too much of your chest, your back, your stomach or underwear Clothing that is exceptionally tight or sheer Athletic shoes, flip flops, beach-type or floppy sandals

Casual Fridays are designed to be a more relaxed day for employees, although it is still necessary to maintain a business image. In addition to business attire, clean, neat jeans free from rips and tears as well as sport team shirts/sweatshirts and other non-controversial shirts/sweatshirts in good taste are acceptable.

If in doubt whether attire is appropriate, do not wear it, ask your supervisor, or contact someone in Human Resources ahead of time.

Again, these guidelines are intended to help promote positive interactions with members of the public and fellow employees. Your support will help make the City of Cheyenne a great place to work.