

## MEMORANDUM

To: All Department Heads  
From: Don Gerrish, Town Manager  
Subject: Dress Code  
Date: June20, 2006

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At the Department Head meeting we talked about a “dress code”. Proper attire has a positive image on the Town and on the work environment for all our employees. I believe it is important that the staff present an image that fosters public confidence and that staff members dress appropriately for their work assignment. Dress can also have a negative impact on employee performance as well.

I have reviewed the dress code policy in the Personnel Ordinance as well as the Casual Dress Day policy we initiated in 1995 and believe we have the tools in place for all staff to present a professional image to the public. **What is important now is that we implement the tools we have put in place. It is the responsibility of the Department Head to oversee the appropriate dress code in your department.**

As a reminder the Personnel Ordinance Sec. 12-53 Dress Code states:

*Department heads shall determine what is appropriate attire in the work place. Employees are expected to wear clothing suitable to their job and work site. The employees' clothing and appearance shall be neat, clean, in good business taste, and not constitute a safety hazard.*

For Police, Fire, Public Works and Parks and Recreation uniforms are required. For office employees, no dress code will cover all contingencies and a certain amount of good judgment is necessary. However, the following are clearly not acceptable in the Town of Brunswick:

- Transparent or tight fitting clothing
- Spaghetti straps
- Shirts with potentially offensive words, terms, logos, etc.
- Clothing which shows the midriff—such as low rider jeans, short shirts etc.

TOWN OF BRUNSWICK  
Casual Dress Day  
Guidelines  
(effective June 12, 1995)

Each employee of the Town of Brunswick is responsible for reporting to work in a clean, neat manner dressed for work as defined in these guidelines:

**SHORTS: Acceptable are:** dress or walking shorts, they should be hemmed and of walking length which is 3" above the knee. Denim shorts are acceptable as long as the shorts meet the described style.

**Not acceptable are:** running shorts; jersey shorts; nylon or lycra-spandex shorts or sweats; short-shorts.

**JEANS: Acceptable are:** jeans in clean and good condition.

**Not acceptable are:** jeans with holes, "air pockets" or frayed hems.

**SHIRTS: Acceptable are:** cotton/jersey type shirts as long as there are no graphics or lettering (commercial advertising); sleeveless blouses and shirts of a modest cut fabric and fit.

**Not acceptable are:** halter tops; tank tops; crop tops; sweatshirts.

**FOOTWEAR: Acceptable are:** sneakers and sandals.

**Not acceptable are:** flip-flops; rubber beach thongs.

In Conclusion:

Department Heads are responsible ensuring that their employees portray the image necessary. If the clothing worn by an employee fails to meet these standards, the employee will first be asked not to wear the inappropriate item again. If the problem persists, the employee may be sent home to change. If it continues, progressive disciplinary action should be taken.