

Town of Meredith - Administrative Regulation

Effective Date: February 24, 2006 Regulation No: 20

Revision Date: Supersedes:

Approved By: Phillip L. Warren, Jr.

Subject: Casual (Dress Down) Day

I. PURPOSE

The purpose of this Administrative Regulation is to recognize the changing business climate. Each Department Head has the authority to agree to adopt this dress code. In an effort to provide a positive and productive work environment, employees in participating departments will be permitted to wear business casual clothing on Fridays subject to the noted exceptions and guidelines.

II. POLICY

The Town's continuing focus is on people, customers and service. All employees should exercise good judgment and common sense in order to maintain professional appearance consistent with the circumstances in which they work. There will be at times when traditional business attire will be appropriate on Fridays (e.g. meeting with outside agencies, customer representatives, consultants, etc., or showing guests through the department). On these occasions employees are expected to dress accordingly.

A. Guidelines

1. Acceptable business casual attire includes casual slacks (i.e. Khakis, twill pants, or jeans that are clean and not ripped i.e. "good jeans") and tops (i.e. golf shirt).
2. Employees required to wear uniforms are excluded from participation unless authorized by the department head.
3. Clothing that is not acceptable includes shorts, hip-huggers, athletic attire, tank tops, tops with "spaghetti straps", inappropriate footwear (flip flops), unprofessional designs, printing or comments on clothing or T-shirts.
4. Exposure to the midriff area is not acceptable.
5. Please use your discretion and when in doubt, please err on the conservative side.

III. PROCEDURES

When an employee chooses to dress down, they may pay a minimum donation of \$.25; the donation should be given to the Administrative Services Director. The money that is collected will periodically be donated to a local charity as determined by the participants with the Town Manager approval. Participating departments must display the attached explanation card on Fridays.

IV. COMPLIANCE

- A. This policy must be complied with and enforced uniformly by participating departments. If questions arise about what is and what is not acceptable attire, an employee's supervisor, together with the Town Manager will provide direction.
- B. Abuse of this policy may result in disciplinary action and/or rescission of the entire program.

Phillip L. Warren, Jr.
Town Manager