



City of Topeka Policy

Dress Down Friday

DRESS DOWN FRIDAY POLICY

Purpose: To establish a policy on a casual business dress code on Fridays.

Applicability: To all city employees.

Effective Date: March 1, 2006

1. PURPOSE

The City considers it very important you are well groomed, neat, and dress appropriately for your job function and, while we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate to the work environment. The City has adopted a casual business dress code on Friday, but emphasizes some positions may call for dressier attire. Appropriate dress and hygiene are important in promoting a positive company image to our customers, both internally and externally. We want to stress a Dress Down Friday Policy is a benefit and must be adhered to in order to be retained.

2. OFFICE ENVIRONMENT

While the City observes a casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, roundtables, etc. where you come in contact with other business professionals, you are expected to represent the City in a professional manner and dress appropriately for conducting such business. Know your audience, remember what you represent and dress accordingly.

3. FRIDAYS

The Friday dress code for the office may include jeans and well-kept athletic shoes. No shorts or sweats allowed.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO DRESS DOWN FRIDAYS.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006