


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Dress Code
	Policy Reference No:	8-6
	Release Date:	17 February 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	1
	No. of Pages:	1
	Applicability:	All Employees

Personal appearance and personal hygiene must be appropriate for the position.

Uniforms with Township logos are required for certain jobs and are to be worn in accordance with applicable departmental standards. For those positions where uniforms are required, the supervisor will direct the employees as to uniform necessities. The Township reserves the right to require uniforms for additional categories of employees as needed. Uniforms are not to be worn during off-duty hours.

All other employees working in Township offices are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, athletic clothing, no cut off sleeves or pants, shorts, T-shirts, novelty buttons, baseball hats, or items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches, and beards must be clean, combed and neatly trimmed.

With the advance approval of the Township Manager, the Township will make accommodations to an employee based on religious standards or based on any disability or pregnancy/pregnancy-related condition that are reasonable and that do not violate safety standards and/or present an undue hardship.

Employees violating this policy shall be required to take corrective action or will be sent home without pay. Exempt employees may be disciplined for coming into work inappropriately dressed but will not lose pay for the day.

~~

Revision No.	Revision Date	Nature of Revision	Approved By
1	17-Feb-23	Changed Approver from Cavallo to D'Arco	JD