

**ADMINISTRATIVE ORDER NO. 68**

Repealed By

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An Administrative Order creating the following Human Resources Policy for the City of Billings: Dress Code dated November 2002.

Dated this 2<sup>nd</sup> day of December, 2002



DENNIS M. TAYLOR  
CITY ADMINISTRATOR

# **Dress Code**

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

## **Purpose**

The appearance and demeanor of City employees has a great impact on citizens' perceptions and, consequently, their impression of the City of Billings.

The purpose of the policy is to provide City of Billings employees direction for appropriate appearance.

## **Policy**

The employees' manner of dress is a reflection upon the City government. All employees are expected to dress appropriately and always be well groomed. Uniforms issued to department employees shall be properly worn (as instructed by the supervisor). At all times, regardless of style, attire should be neat, clean, modest, appropriate and professional. Department Heads and the employees' daily duties will determine appropriate attire.

Last Updated: November 2002

Next Scheduled Review: November 2003