
 Costa Mesa Sanitary District Employee Handbook	Policy Number: 1.7
	Effective Date: May 26, 2016
Subject: Dress Code	Supersedes: April 27, 2015
Approved by: Board of Directors	Signature: 

- (3) dressy blouse and/or sweater
- (4) Appropriate footwear for women includes heels, loafers, or rubber sole shoes

d) **Field Staff Attire.** Employees whose primary District responsibility is in the field, or whose regular job duties include physical lifting may wear appropriate casual clothing (including jeans) at all times. District purchased shirts must be worn at all times while on duty. Additionally, all personal safety equipment must be worn at all times, including steel toed boots and reflective vests. Hats that are not obscene, sexually explicit, and discriminatory as to sex, race, and religion or national origin, extremist, gang-related or that diminish the effectiveness of the employee's professionalism may be worn to protect employees from sun exposure.

e) **Steel-Toed Safety Boots/Shoes.**

- i) Guidelines: Steel-toed boots/shoes must meet the requirements of the American Society for Testing and Materials (ASTM) standards F2412-05 and F2413-05 for Personal Protection-Protective Footwear. Approved footwear must include toe protection (steel), impact and compression protection, and a shank/arch support.
- ii) Cleaning, care, and proper upkeep (polish, oil, laces, etc.) of the safety boot/shoe shall be the responsibility of the employee. Premature failure of the safety boot/shoe, requiring repair or replacement, shall be the sole responsibility of the employee. Failure to purchase appropriate safety footwear, or to wear approved safety boots/shoes during the work day and keep them free of safety related defects shall constitute grounds for disciplinary action.
- iii) Reimbursement: Each District employee required to wear steel-toed boots/shoes, shall receive reimbursement of up to \$150.00 every 12 months, when boots are in need of replacement. Reimbursement shall only be granted when the District is provided proof of purchase.

f) **Casual Friday.** The District recognizes the growing popularity of casual business dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communication and increased productivity, therefore, creating a more comfortable work environment. Therefore, the District employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears or stains), and running shoes (no rips, tears or stains).

While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by customers, either internal or external.