

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-1
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	May 2012
<b>Section Title</b>	<b>Employee Ethics and Conduct</b>		
<b>Subject</b>	<b>Personal Appearance</b>		

Employees should portray a positive image to the citizens of Helena. Often, the contact City employees have with the public is the only contact made and thereby provides citizens the only image they have of City operations in general.

It is the policy of the City that department heads may set dress standards for their department. Employees in departments that do not require uniforms will at a minimum have a standard of appropriate business casual dress. Employees working in an office environment are allowed to wear blue jeans on Fridays only unless otherwise authorized by their supervisor. Jeans must be in good repair and will not be torn or faded. Attire that contains tobacco, alcohol, sexually suggestive or offensive language or pictures are prohibited.

If an employee's appearance and/or hygiene and grooming is such that it is generally offensive, a supervisor will discuss the subject with the employee.