
HUMAN RESOURCES POLICY/PROCEDURE

No. HR-033

OFFICE OF PRIMARY RESPONSIBILITY:**Human Resources****Date of Board approval:**

10/25/2001

REV. # _____**REV. DATE:** _____Pages 1 of 2

SUBJECT: Personal Appearance of Employees

REPLACES: N/A**OBJECTIVE:**

The Central Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Personal Appearance of Employees policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

It is the policy of The Authority that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, image to customers, visitors, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with The Authority. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

- * Employees will exercise discretion when deciding the appropriate dress for any given business occasion.
- * Employees may dress in a business casual manner when appropriate. Business casual is defined as casual business clothing, such as; open-neck sport shirts, pullovers, golf shirts, cotton slacks, etc. Employees should not wear suggestive attire; jeans, athletic clothing, sneakers, tennis shoes, shorts, T-shirts, novelty buttons, baseball hats and similar attire, as these would be considered inappropriate
- * Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- * Sideburns, mustaches, and beards should be neatly trimmed.
- * Employees who are required to meet special dress standards, such as wearing uniforms, should maintain those uniforms in a clean and neat manner. Uniforms should be worn at all times when performing job duties.
- * Exceptions, for special occasions, may be made at the discretion of the department director or manager.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may also result in disciplinary action up to and including termination.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director

Bryan W. Brooks

Date: 23 Jan 02

Department Director

H. J. Monte

Date: 1/23/02