



City of Newport Beach Standards of Appearance Office Attire

The City considers the presentation of our image to each other, customers and the public to be very important and we believe good grooming habits and personal hygiene are an important part of this image. Our goal is to project a professional image while taking advantage of more relaxed standards of business attire.

These are basic guidelines for office and public counter dress and are not an all-inclusive list with management reserving the right to determine appropriateness. A good rule of thumb is *"If in doubt, don't wear it."*

Guidelines

Slacks, shorts and jeans

Slacks should be clean, pressed, "dress" or a casual khaki style. Dress shorts for women are only allowed if they are tailored "dress" style. Hems may not be above mid-thigh when wearer is seated.

Jeans free of holes and tears, that are hemmed and in good condition are only allowed under the following circumstances:

1. Jeans may be worn Monday through Thursday if an employee is wearing a City of Newport Beach polo shirt (one with the City seal or the City sail logo).
2. Jeans may be worn on Fridays, as a part of casual dress day, with any shirt/blouse that meets the City's standards of appearance.

Unacceptable Attire: Sweat pants, Bib overalls, beach attire, exercise attire such as spandex or other form-fitting shorts, pants or leggings. Any garments worn too low to expose hips, and jean cutoffs.

Shirts/Blouses:

Dress shirts, blouses, polo style shirts, sweaters, or City-issued shirts are acceptable.

Unacceptable Attire: Sweatshirts, bare midriff shirts, shirts with necklines that are inappropriately low cut, sheer blouses, exposed undergarments, tank tops - spaghetti straps, halter tops and tube tops unless worn under a suit jacket or appropriate cover-up, shirts with slogans or large-letter advertising or promotion unless in promotion of a City program, and underwear as outerwear.



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Dresses/Skirts:

Hem may not be above mid-thigh when wearer is seated.

Unacceptable Attire: Mini Skirts, micro skirts, sheer skirts not lined.

Footwear:

Employees who work in an environment where bruising or bumping is likely must wear closed-toe shoes.

Unacceptable Attire: Flip Flops (rubber, beach type or shower type), slippers, Ugg-type boots or ragged tennis shoes.