

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: "Dress Down Days for Charity" Program

SOP No. 36

Date Issued: 4/19/05

Effective Date: 7/01/05

Amended Date: 6/01/07

Amended Date: 2/16/09

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Copies to: City Council, City Manager, Department Heads, Employees, United Water, File

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PURPOSE:

To provide guidelines for employees who participate in the approved "Dress Down Days for Charity" program.

STATEMENT OF POLICY:

The City recognizes the importance of the charitable organizations in our community and their continual need for funding. To that end, the City has approved a "Dress Down Days for Charity" program that enables eligible employees to make a charitable donation for the privilege of wearing jeans and an appropriate shirt.

1. Appropriate Attire

- A. Pants (i.e. jeans, khakis, cords, capris, etc.) that are not soiled, ripped, torn, patched, or ride low on the hips. All styles of pants must be below the knee. No shorts, or outfits resembling shorts, are allowed.
- B. Polo shirts, casual button-down shirts, and sweaters. Eligible employees are encouraged to wear polo shirts, casual button-down shirts, and sweaters with the City or department-specific logo.
- C. Sweatshirts
  - 1) with no adornment;
  - 2) adorned with the City or department-specific identification;
  - 3) adorned with an appropriate, non-profit organization logo;
  - 4) adorned with office-appropriate, tasteful designs.
- D. Footwear appropriate for the workplace and the job performed.
- E. If the appropriateness of attire one wants to wear may be questionable, please consult a committee member before wearing it to work.

2. Inappropriate Attire

If an employee wears inappropriate attire to work, that employee may be sent home to change. The time spent to do this may not be compensated.

- A. Tee shirts are prohibited unless approved by the City Manager.
- B. Any tops with a hood.
- C. Clothing with advertising for a commercial, for-profit organization; or inappropriate designs, phrases, words, etc.

3. Eligible Employees

- A. Union employees who do not normally wear a uniform.
- B. Administrative employees.
- C. United Water employees who do not normally wear a uniform.

4. Frequency

Dress Down for Charity days will occur every Friday. If a holiday falls on a Friday, the Dress Down day will occur on the Thursday prior to the holiday.

5. Oversight

The City Manager shall establish a committee comprised of at least three eligible employees to provide oversight of the program to include, but not limited to:

- A. The amount employees pay for the privilege of participating in the Dress Down for Charity days.
- B. Determining the frequency of donations to charitable organizations.
- C. Selecting the charitable organizations to receive donations.
- D. Prepare an annual report.

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Thad N. Taylor, City Manager