



POLICY TITLE: Dress Code & Personal Standards
POLICY NUMBER: 3200

3200.1 At Chester Public Utility District, professional image is important and is maintained, in part, by the image that employees present to customers, residents, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated public contact, the nature of the job, and working conditions.

3200.1.1 All employees that are required to wear uniforms shall wear the appropriate uniform for their work area. If an employee is governed by an MOU, the employee should follow the rules pertaining to his or her dress code as outlined in the relevant MOU. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. Employees shall not wear his or her District uniform while off-duty. Employees should report to work on time and in uniform.

3200.2 Chester Public Utility District expects all employees to use good judgment and taste in matters of personal grooming and dress. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner.

3200.2.1 ~~No visible tattoos are allowed anywhere on the head, face, or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or associate.~~ Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. All non-conforming tattoos must be covered with clothing or a bandage while at work.

~~3200.2.2— No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear two sets (i.e., four holes total) of reasonable-sized (i.e., small and professional-looking) earrings in the ear lobe. Piercings as described herein shall be allowed if the employee provides information of religious affiliation or association related to his or her piercings. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer while the employee is working.~~

3200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. All clothing should be clean and without rips or holes. The following is offered as a general guideline:

~~Business Casual Attire (Monday through Friday): No jeans, t-shirts, exposed midriffs, low cut tops showing cleavage, tops with spaghetti straps, tube tops, halter tops, sweats, shorts, tennis shoes, flip flops, or other informal or inappropriate attire.~~



Field Work Attire (All times): Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance. No personal hats or jackets, including with logos or names on them other than the District, shall be allowed.

3200.4 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate Chester Public Utility District dress code policy or grooming standards may be subject to disciplinary action, up to and including termination.

3200.5 No Discrimination

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state or local law. Employees have the right to comply with District's dress code in a manner consistent with their gender identity or gender expression. Employees who need a reasonable accommodation for clothing attire because of religious beliefs, observances, or practices should contact the Human Resources Manager to discuss the need for accommodation.



POLICY TITLE: Housekeeping
POLICY NUMBER: 3205

3205.1 All employees are expected to keep their work areas clean and organized and also assist in maintaining an overall clean work environment. Employees using common areas such as lunch rooms and restrooms or equipment are expected to keep them clean and sanitary. Employees are requested to clean up after meals and dispose of trash properly.



POLICY TITLE: Outside Employment

POLICY NUMBER: 3210

3210.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

- The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,
- The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,
- The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

3210.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.



POLICY TITLE: Receipt of Gifts

POLICY NUMBER: 3215

3215.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

- Is customary and gives no appearance of impropriety and does not have more than a nominal value;
- Does not impose any sense of obligation on either the giver or the receiver;
- Does not result in any kind of special or favored treatment;
- Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
- Is given and received with no effort to conceal the full facts by either the giver or receiver.



POLICY TITLE: Uniforms and Protective Clothing
POLICY NUMBER: 3220

3220.1 The cost of uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District **unless otherwise specified by contract or MOU**. All employees required to wear uniforms provided by the District must take care of their uniforms and report any wear or damage to their supervisors. Supervisors will inform employees of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment.

3220.2 The District has the option of authorizing reimbursements to qualifying employees upon receipt or proof of purchase. The District may also make an arrangements with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements and bill the District for the total cost of all products purchased.

3220.3 Upon separation from District employment, all clothing with District logos or other uniforms or clothing items that identify a person as a District employee are to be washed and returned to the supervisor or manager from whom the employee received the clothing item.