

ORDINANCE NO. 3364

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS, REVISING THE GENERAL GOVERNMENT POLICIES AND PROCEDURES MANUAL BY ADDING SECTION 19.6 TO CHAPTER 19 THEREBY EMPHASIZING THE IMPORTANCE OF A PROFESSIONAL APPEARANCE AND ALLOWING DEPARTMENT HEADS TO ENFORCE STANDARDS OF DRESS; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE AND DECLARING AN EFFECTIVE DATE THEREOF.

WHEREAS, the City of Mesquite has adopted a General Government Policies and Procedures Manual; and

WHEREAS, Chapter 1 of the Policies and Procedures Manual provides for the revision of the policies and procedures set forth in such manual by adoption of ordinance; and

WHEREAS, it has been determined that policies and procedures relating to the City employees' professional dress appearance are in need of adoption.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

Section 1. That the General Government Policies and Procedures Manual is hereby revised by adding Section 19.6 to Chapter 19 to read as follows; said Policies and Procedures Manual in all other respects to remain unchanged.

CHAPTER 19

GENERAL PROVISIONS

19.6 Personal Appearance and Dress Policy

Our employees are in the public's eye on a daily basis and impressions, both positive and negative, are formed partly by appearance. Appearance plays an important role in portraying the professionalism of our City government. All employees are required to have a neat and professional appearance, including grooming and hygiene standards, that reflect well upon the City of Mesquite. Clothes should be neat, clean and appropriate to the type of work as well as location.

Each department may determine its definitions of acceptable appearance standards balanced by public impression, comfort and safety. Departments requiring uniforms shall establish their own proper dress policy to supplement overall appearance requirements of the City. City uniforms shall not be worn when the employee is off duty unless authorized by the Department Head or City Manager.

Employees wearing inappropriate attire will be instructed by their supervisor not to wear the attire again. A second offense will result in the employee being asked to go home and change into appropriate attire (annual leave will be charged for time away from work). Third and subsequent offenses will result in a written reprimand, suspension without pay, up to and including termination, respectively. Disciplinary action may, based on the situation, be modified at the sole discretion of the Department Director.

SECTION 2. That all ordinances or portions thereof in conflict with the provisions of this ordinance, to the extent of such conflict, are hereby repealed. To the extent that such ordinances or portions thereof are not in conflict herewith, the same shall remain in full force and effect.

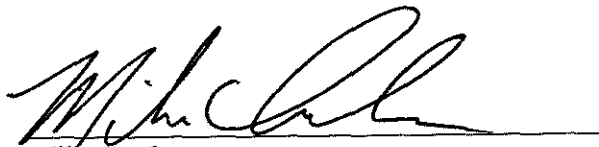
SECTION 3. That should any word, sentence, clause, paragraph or provision of this ordinance be held to be invalid or unconstitutional, the validity of the remaining provisions of this ordinance shall not be affected and shall remain in full force and effect.

SECTION 4. That, as with all policies and procedures contained in the General Government Policies and Procedures Manual, the provisions of this ordinance are not intended to create contractual rights between the City of Mesquite and its employees.

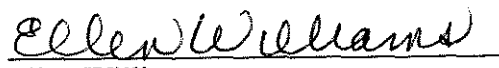
SECTION 5. That upon passage of this ordinance all employees of the City of Mesquite shall be notified of the revisions made herein to the General Government Policies and Procedures Manual.

SECTION 6. That this ordinance shall be effective on and after June 1, 2000.

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 1st day of May, 2000.


Mike Anderson
Mayor

ATTEST:


Ellen Williams
City Secretary

APPROVED:


B. J. Smith
City Attorney