



Dress for Your Day

At the City of Appleton, we are working hard to transform our culture to attract and retain the best employees. As a result, in the spirit of flexibility, we are introducing the “Dress for Your Day” approach for what we wear to work.

What does ‘Dress for Your Day’ mean? It’s pretty easy. We ask that City employees use good judgment when deciding what to wear to work. You just wear attire appropriate to your work day and anticipated interaction with customers. In general, the more interaction you have with external customers, the more ‘dressed up’ you should be. For example, a big day might call for something like a dress or a suit, or maybe even khakis and a blazer. For a low-key day, nice jeans and a polo might be the answer. (As always, please continue to wear your ID badge during your work hours for security reasons.)

Because we take a lot of pride in representing the City and our citizens, please avoid:

Sweatshirts or sweatpants

Overly casual/distressed or worn-out pants

Tank tops (worn alone), crop/halter tops

Shorts

Exercise wear (e.g., yoga pants)

Revealing clothing (too low-cut/short)

Clothes with holes or frays

Caps/hats (unless required for your position)

Leggings with short tops or wild patterns

Athletic sneakers, rubber soled flip-flops, Crocs or hiking boots (note: dress tennis shoes like Skechers are okay)*

*(*unless you are in a position that requires steel-toed boots for safety reasons)*



Please keep in mind that we all share in the responsibility to portray a positive image for the City, and managers are responsible for fairly and consistently administering these guidelines. (Rule of thumb: if in doubt whether something is appropriate, err on the side of caution and keep it for the weekend!)

We appreciate your cooperation in maintaining the City’s positive and professional image every day—not only by your attire, but by your positive attitude and service.