



## CITY OF SPRINGFIELD OFFICE ATTIRE GUIDELINES

To promote a professional and service-oriented work environment, the following is a general overview of acceptable office attire and examples of items that are not appropriate. While not meant to be all-inclusive or applicable to positions/departments not in an office setting, these guidelines are intended to set general parameters for proper business wear to help employees make educated decisions. Only with approval from the appointing authority and the Office of Human Resources may a department adopt a different set of guidelines than what is listed below.

**Slacks:** Dress slacks and Khaki-style pants are acceptable. Inappropriate items include jeans (denim, twill, or otherwise), stirrup pants, leggings, short capri pants (or clamdiggers), cargo pants, sweat pants, warm-up suits, shorts, overalls, spandex, or other form-fitting pants.

**Shirts:** Dress shirts (for some, with ties), shirts with collar or banding, golf shirts, City logo shirts, denim shirts, sweaters, blouses, and turtlenecks are acceptable. Inappropriate items include tee-shirts (dressy tees may be worn under a blazer, vest, or jumper), sweatshirts, tank tops, halter tops, shirts with large lettering or logos (2x1 in. max.), clothing that exposes the midriff, and any tops that reveal the shoulder (unless worn under another blouse or jacket). Shirts that have tails must be tucked in.

**Dresses/Skirts:** Skirts, dresses, denim dresses/jumpers/skirts, and mid-length (at/below the knee) skorts (skirts with built-in shorts) are acceptable. Inappropriate items include mini-skirts (at/above mid-thigh), spaghetti-strap dresses, backless dresses, and any sleeveless dresses (unless worn under a jacket).

**Footwear:** Loafers, dress boots, flats, dress shoes, slides and dress sandals are appropriate. Inappropriate items include athletic shoes or sandals, tennis shoes, sneakers, canvas shoes, boat shoes, house-shoes, casual crocs, flip-flops, and boots on the outside of pants.

**Hats/Caps:** In general, most styles of hats and caps are not appropriate unless otherwise approved for a religious or medical reason.

### **Generally speaking:**

Employees must avoid wearing anything to the office that is worn, frayed, wrinkled, or that is tight, immodest, or otherwise revealing.

Many clothes that are perfectly acceptable for sports, leisure or evening attire are simply not acceptable office attire. Employees should use common sense regarding work attire and refrain from wearing sloppy, distracting or revealing clothing to the office. If employees are unsure whether an item is appropriate, they should select another piece of attire.

Employees who have special needs (specific clothing or footwear requirements due to a medical condition) should consult their direct supervisor. Reasonable justification may be required.

Employees not adhering to the office attire guidelines may be subject to disciplinary action, up to and including termination.

Examples of what is **NOT** appropriate:

**Exposed Midriff**



**Short Skirts  
Tank Tops**



**Sleeveless Tops & Dresses**



**Overalls**



**Warm up Suits**



**Leggings & Stirrup Pants**



**Shorts**



**Blue Jeans**



**Unacceptable (short)  
capris, also known as  
clamdiggers**



**\*Acceptable 3/4  
length capri pants**



**Unacceptable Shoes**



**\*Acceptable  
Dress Sandals**

