



Metro

**HUMAN RESOURCES
Appropriate Workplace Attire**

(HR 22)

POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) requires all employees to wear appropriate attire and maintain a professional image commensurate with their job classifications, and to ensure compliance with safety rules. It is essential that LACMTA earn and maintain the trust and support of the public.

PURPOSE

The purpose of this policy is to provide employees the required guidelines for presenting a professional image and wearing attire appropriate for a professional and safe work environment.

APPLICATION

This policy applies to all LACMTA employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

Ronald Stamm
APPROVED: County Counsel or N/A

Richard M. [Signature]
Department Head

[Signature]
ADOPTED: CEO

Effective Date: 7/2/18

Date of Last Review: _____



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(HR 22)

1.0 GENERAL

Employees are required to maintain good hygiene; and dress neatly, cleanly, and appropriately for a professional business environment and commensurate with their job classification.

Department Heads have the discretion to modify the standards of dress for their employees when necessary to effectively carry out department functions, as long as a professional image is maintained. Casual attire for field or manual work is at the discretion of the employee's supervisor or manager. Upon prior supervisor approval, employees may dress down (e.g., jeans, polo shirt, tennis shoes, etc.) in the event they are packing/unpacking their work materials when moving from one location to another; or engaged in similar, temporary activities when relaxed dress would be proper.

Employees should direct any questions regarding appropriate workplace attire to their supervisor, prior to reporting to work in the questionable attire.

1.1 Accommodations

LACMTA makes reasonable accommodations for workplace attire based on religious beliefs (see Religious Accommodation (HR 20) policy), or disability. Talent Acquisition will review all requests on a case-by-case basis.

1.2 Uniforms

Employees issued uniforms are required to wear them while on duty, and maintain them in good condition. Represented employees should consult their respective collective bargaining agreement for further information.

1.3 Emergency Response

Employees may be called upon to assist in any emergency that occurs in their workplace. An employee's clothing should never interfere with safety or normal work activities.

1.4 Safety-Sensitive Positions

Employees working in safety-sensitive areas, e.g., construction sites or maintenance yards, must wear appropriate protective gear/attire required by safety rules, regulations and as directed by their supervisor.



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1.5 Body Art

Body art (tattoos, branding, etc.) that may reasonably be considered vulgar, obscene, racist, sexually explicit, or gang-related must be covered during working time; or otherwise representing LACMTA.

1.5.1 Body Art Review – Represented Employees

If a represented employee contests whether or not his/her body art violates the prohibitions in Section 1.5, he/she may request a panel hearing to determine whether the body art does violate the prohibitions. The panel will consist of the following, and its ruling will be final.

- One representative from the employee's respective Union;
- One representative from Management;
- One neutral party, to be agreed upon by both the respective Union and Management.

1.6 Casual Fridays

Employees may wear business casual attire, including denim, every Friday. Denim jeans must be in compliance with all safety rules, and be of conservative cut and color.

Employees who must meet with public officials, external clients, or provide in-person customer service must maintain their standard professional appearance; and those in any job classification in which a uniform is required to perform regular duties must follow the normal dress code, per their respective collective bargaining agreement. Upon approval by the CEO, exceptions may be granted to all employees to wear denim jeans on other occasions (e.g. Denim Day).

2.0 COMPLIANCE

If an employee's supervisor determines that his/her employee is not in compliance with applicable safety rules, regulations and LACMTA policies, he/she may direct that employee to make immediate modifications to be in compliance with policy. If the employee is delayed from work, whether staying on- or going off-premises to change, he/she may be considered in violation of the Attendance (HR 21) policy.



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3.0 DEFINITION OF TERMS

Attire must be neat, clean, in good condition, and of moderate style, design and color. Employees may not reduce their standard of dress without prior approval and notification from management.

- Professional Business Attire – Approved uniforms, button-down shirts, ties, pantsuits, skirts, blouses, dresses, and slacks, and similar.
- Business Casual Attire – All of the aforementioned items, plus polo shirts, khaki pants, button-down shirts with no tie, and similar.
- Prohibited Attire – Shorts, tee shirts, tank tops, flip-flops, and similar.

Flex Alert – A notice to conserve energy during high-peak hours by turning off some lights, adjusting thermostat settings, closing blinds, unplugging electrical items, etc.

Good Hygiene – Personal habits that include wearing clean clothes, regular bathing, brushing teeth, and similar body care. Examples of poor personal hygiene include excessive body odor, bad breath; and coming into work with lice, communicable diseases or anything else that may affect the health and safety of co-workers. Employees are expected to avoid using strongly scented products.

4.0 RESPONSIBILITIES

Chief Executive Officer may modify appropriate workplace attire standards for certain occasions.

Employees are responsible for complying with this policy and reporting for work in appropriate attire commensurate with their LACMTA position.

Managers, in conjunction with Talent Acquisition, are responsible for administering this policy.

Supervisors are responsible for ensuring that their employees follow appropriate attire guidelines for the job duties they perform.

5.0 FLOWCHART

Not Applicable

6.0 REFERENCES

- Attendance (HR 21)
- Religious Accommodation Policy (HR 20)



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7.0 ATTACHMENTS

Not Applicable

8.0 PROCEDURE HISTORY

- 02/03/93 Former LACTC and former SCRTD interim procedures Board-adopted.
- 09/27/95 Revised to streamline and reduce operating costs.
- 05/03/01 Revised to define and streamline process; includes policy name change (formerly known as Dress Code)
- 11/01/04 Revised policies and procedures
- 07/24/06 Revised to document the existing practice of paying a uniform allowance to employees in the Non-Contract Transit Security Manager, Lieutenant and Sergeant job classifications.
- 09/09/09 Policy revised to require professional business attire at all times during working hours. Casual business attire is on Fridays.
- 12/21/09 Policy revised to allow flexibility for casual attire consideration for field or manual work as assessed by the employee's supervisor/manager.
- 10/04/11 Biennial review: no changes
- 08/13/12 Added shorts, tee shirts and sandals to prohibited apparel
- 01/20/13 Biennial review: added sections on hygiene and religious accommodation; included a ban on visibly exposed body art modification; deleted section on uniforms for security personnel, which is no longer applicable; included definitions of body-art modifications.
- 06/13/13 Changes to the body-art modification rules applied as of July 1, 2013.
- 07/22/15 Biennial review: clarified body art; added body art review panel; provided occasions for reduced attire standards.
- 08/10/16 Added definition of "Good Hygiene."
- 06/06/18 Biennial review: updated "Human Resources" to "Talent Acquisition;" added language allowing for Casual Fridays.