



City of Vernon, California
Human Resources Policies and Procedures

Jessica McAllister
Director of Human Resources
[Signature]
City Administrator

Number: I-16 Effective Date: October 20, 2015

SUBJECT: TATTOO AND BODY PIERCING POLICY

PURPOSE:

It is the City's policy that personal work appearance should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "personal business appearance" during normal business operations.

For all Police Department personnel please refer to the Police Department's Tattoo and Body Piercing Policy.

For Fire Department personnel please refer to the Fire Department's Rules and Regulations regarding Tattoos.

POLICY:

Employees of the City of Vernon are required to project a professional appearance while at work. This policy shall apply when employees are engaging in official City business or are otherwise representing the City. All City employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is personal appearance. All employees are representatives of the City and therefore personal appearance should:

1. Present a professional or identifiable appearance for external and internal customers as well as the public.
2. Promote a positive working environment.
3. Limit distractions caused by tattoos or body piercing.
4. Ensure and promote safety while at work.

Prohibited Tattoos and Body Piercings

Some tattoos and body piercing are unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

1. No tattoos are allowed anywhere on the head, face, or neck (excluding natural cosmetic for eyebrows, lips and eye liners).
2. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, and/or gang-related.
3. No visible tattoos or total combined area of tattoos shall be larger than 4 by 6 inches.
4. Any non-conforming tattoos will be covered with clothing or a bandage while at work or removed.
5. No objects, articles, jewelry (including ear lobe expanders) or ornamentation of any kind shall be inserted, attached to or through the skin if visible on any body part including the tongue, any part of the mouth, nose or cheek. Two set of reasonably-sized earrings may be worn in each lobe.
6. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

If an employee has a question about how the tattoo and body piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

The City reserves the right to continue, extend, revise, or revoke this policy at its discretion. Exceptions or exemptions to this policy require the prior approval of the Department Head and the City Administrator. Employees who were employed prior to the adoption of this policy may request an exemption from his or her Department Head and the City Administrator; such exemptions shall be granted as long as visibility of the tattoo(s) and/or piercing(s) does not interfere with public safety or business operations of the City. On those occasions when an exemption is granted, employees should consult with their Department Director to ensure they present an appropriate personal and professional appearance and are not displaying items inconsistent with this policy.

Special Accommodations

It is the intent of this policy to comply with all applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex, or national origin. The City will make every effort to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for said employees to comply fully with the tattoo and body piercing policy. Employees should contact their Department Head

to request such a reasonable accommodation. Department Heads and the Human Resources Department will work with the employee to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City of Vernon.

Disciplinary Action

Department Heads and managers are responsible for enforcing the tattoo and body piercing policy in their areas of responsibility. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate and timely action, and counseling employees who display inappropriate personal business appearance. Counseling shall be conducted in a discreet and private manner. If an employee's personal appearance fails to meet policy standards it will be considered as reporting not ready to work, and the employee may be sent home. Employees who are sent home to comply with this policy must utilize their own accrued leave time, or time off without pay. Subsequent violations of this policy may lead to progressive discipline, up to and including termination. Requests for advice and assistance in administering or interpreting this policy should be directed to the Human Resources Department.

PROCEDURE:

Responsibility	Action
Human Resources	1. Employees shall receive the tattoo and body piercing policy upon commencement of employment and/or through initial email distribution and by posting it on the City of Vernon Human Resources web page.
Employees	2. Responsible for adhering to this policy.
Department Heads and Managers	3. Enforce the tattoo and body piercing policy in their areas of responsibility. If questionable or inappropriate tattoos and/or body piercing are displayed, the respective Department Head or department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the tattoo and/or body piercing. If an obvious policy violation occurs, the Department Head will hold a private discussion with the employee and ask the employee to

cover the tattoo and/or body piercing, or to go home and change his/her attire immediately as appropriate.