

**CITY OF LEONARD, TEXAS
RESOLUTION NO. 260317-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEONARD, TEXAS AMENDING AND UPDATING THE CITY OF LEONARD, TEXAS' PERSONNEL POLICIES AND PROCEDURE MANUAL AS SET FORTH IN EXHIBIT "A," ATTACHED AND INCORPORATED HEREIN; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALING CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Leonard, Texas by resolution previously adopted a Policy and Procedures Manual for its employees, and after such adoption has since determined it necessary to further revise the Dress and Grooming Policy contained within that Policy and Procedures Manual; and

WHEREAS, the City Council finds that revising and adopting the Dress and Grooming Policy for the City of Leonard, as set forth in its entirety in Exhibit "A" hereto and thus amending the Policy and Procedures Manual governing City employment is in the best interests of city employees, of orderly government and serves the best interests of the citizens of Leonard.

WHEREAS, the City Administrator and the City Attorney have reviewed the proposed revised Personnel Policies and Procedures and recommend adoption by the City Council; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEONARD, TEXAS:

SECTION 1. Incorporation of Premises. The above and foregoing premises are true and correct and are incorporated herein and made part hereof for all purposes.


SECTION 2. The City of Leonard Dress and Grooming Policy, attached as Exhibit "A," and incorporated herein by reference, is adopted as amending the City's Personnel Policies and Procedure Manual and shall be applicable to all employees, and any prior version adopted by resolution, including any temporary or permanent amendments thereto, is hereby repealed.

SECTION 3. Severability. Should any section, subsection, sentence, clause, or phrase of this Resolution be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The City hereby declares that it would have passed this Resolution, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

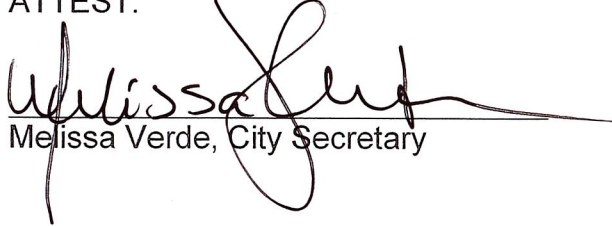
SECTION 4. Repealer. This Resolution shall be cumulative of all resolutions of the City, as amended, except where the provisions hereof are in direct conflict with the provisions of such resolutions, in which event such conflicting provisions are hereby repealed.

SECTION 5. This Resolution shall take effect immediately from and after its passage.

PRESENTED AND PASSED by the City Council of the City of Leonard, Texas, this the 17th day of March, 2026.



Michael Pye, Mayor

ATTEST:


Melissa Verde, City Secretary

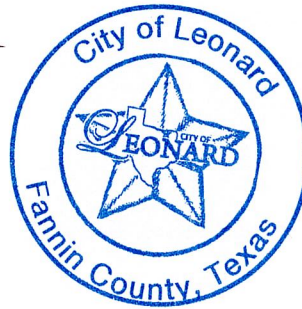


EXHIBIT "A"
DRESS AND GROOMING POLICY, AMENDING THE CITY OF LEONARD, TEXAS
PERSONNEL POLICIES AND PROCEDURE MANUAL

DRESS AND GROOMING

Policy. The City of Leonard provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Application. The Department Director shall determine which dress standard is applicable to maintain acceptable dress and appearance for employees within their department. Certain employees may be required to meet special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job.

Business Casual Dress Policy. Business casual dress allows the employee to dress in a neat and professional appearance, but is considered less formal than a formal business dress standard. Staff who work indoors or in an office are required to wear at a minimum business casual dress, unless uniforms are required, or the City Administrator or their designee has provided an employee with an exemption.

Business casual dress is defined as follows:

- **Tops:** All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts.
- **Bottoms:** Casual slacks, jeans, trousers, or dress pants without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage, and pants worn below the waist or hip line. Leggings are permitted if they are not sheer or see-through and if worn with tops, sweaters, or jackets covering the buttocks. Tailored, opaque professional pants (including ponte/knit trousers and other structured fabrics) are acceptable, even if they do not have pockets, zippers, or belt loops.
- **Dresses and Skirts:** should be of modest length, no shorter than just above the knee.
- **Footwear:** Casual slip-on or tie shoes, closed-toe or dress sandals, and clean athletic shoes. Footwear should be in good repair and suitable for a professional environment. Examples of inappropriate footwear include flip-flops, construction boots, or hunting boots.

Unacceptable Attire. The following items are not appropriate for our workplace:

- Clothing with explicit graphics, offensive language, or advertising for adult content or alcohol.
- Athletic wear such as gym shorts, yoga pants, scrubs, leggings, sweatshirts, or sweatpants.

- Beachwear, including flip flops, tank tops, and shorts.
- Sleepwear, including flannel or soft fleece lounge wear, satin or pajama pants, robes or slippers.
- Any attire that is excessively worn, torn, or ill-fitting.
- Revealing Clothing: Tank tops, crop tops, and clothing made from see-through materials are not allowed, unless worn layered, with opaque clothing underneath.
- Any extreme style or fashion in dress, footwear, accessories, fragrances, or hairstyles (spiked hair, mohawks, unkempt or unclean hair). Natural hair styles and textures are permitted.
- Visible body piercings (except for earrings), “extreme” body art such as “tongue-splitting or bifurcation,” unnaturally colored contact lenses, branding, “abnormal filing of teeth,” facial tattoos (excepting eyebrows).

Uniform Dress Policy. Department Directors shall determine which positions are required to wear uniforms and shall establish uniform standards for each position. Employees are expected to comply with the uniform standards established by the department. The City shall provide uniform attire to the employees required to wear uniforms. The following standards apply to employees subject to the uniform dress policy:

- i. Employees shall maintain each piece of the uniform in a clean and neat appearance, so far as is practical.
- ii. Employees shall notify their supervisor of uniforms that have become worn, faded, ripped, torn, stained, or otherwise unfit for service.
- iii. City-owned or authorized uniforms may not be used outside of work, for personal use, or by any third party. No part of the uniform shall be worn when off duty, except to and from work and at city-related events.
- iv. Depending upon your work's nature and location, you may be required to wear special protective clothing and equipment to ensure employee safety.

Return of Clothing upon Termination. When an employee leaves the City's employment, their uniforms and any city-issued equipment must be returned in good condition before final pay will be authorized. The cost of lost or damaged city property and unreturned uniforms shall be deducted from the employee's final paycheck.

City Logo Wear. An employee shall refrain from wearing attire that displays the City's logo except when on duty, representing the City, or in route to or from such duty. Further, wearing such attire while engaging in conduct or activity that by virtue of the association discredits the City or places either the employee or the City in disrepute or discredit is prohibited.

Employees may wear informal apparel such as a t-shirt or ball cap, which displays the City logos while off-duty and not otherwise engaging in an activity that, by virtue of the association, discredits the City or violates a City or departmental policy.

Enforcement and Compliance. It is the employee's responsibility to observe dress and grooming standards. Directors and supervisors are responsible for ensuring the business casual dress standards are observed. Department directors may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Repeated non-compliance may lead to disciplinary actions. Accommodations will be made where required. Supervisors should communicate any department-specific workplace attire and/or grooming guidelines to employees during new-hire orientation, introductory, and evaluation periods.

If you have any questions about this Professional Appearance Policy and the rules that apply to you, consult your immediate supervisor.

Dress Code Flexibility.

- **External Meetings.** Employees are expected to adapt their attire to match the formality level of the meeting or event they are attending. When in doubt, opting for a slightly more formal option is advised
- **Exceptions.** The City's dress and grooming standards apply in normal work situations; however, there may be instances where exceptions may be made by the City Administrator or his/her designee.
- **Specific requirements.** At the discretion of the department head, in exceptional circumstances, such as during unusually hot or cold weather or during special occasions, employees may be permitted to dress in a more casual fashion than is normally required.