

ADMINISTRATIVE POLICY 97-03

CBJ DRESS CODE

All employees of the City and Borough have a direct impact on the image we present to the public. Members of the public need to feel confidence in our competence and dedication. We have established an image of professionalism and wish to maintain it. One of the key aspects of our image is clothing, and it is the community we serve which sets the standards for how we dress. The CBJ has, therefore, developed guidelines for appropriate attire.

This dress code recognizes the fact that different styles will be necessary depending on changes of seasons, degree of public contact, nature of work, and safety issues. With these considerations in mind, and trusting in the good judgment of our employees, the guidelines are general.


All employees of the City, especially if they provide direct service to the public, must wear clothing which is clean, neat, nondisruptive in the work place, presents a business-like appearance and is appropriate to their duties. All clothing should be in good repair, i.e., holes should be patched, ragged edges hemmed, missing buttons sewn back on.

The following is a list of attire that is unacceptable for work at the CBJ:

1. Clothing which is distracting to others, i.e., overly revealing; fashioned or fitting in a sexually provocative manner;
2. Sports or beach clothes (e.g., cut-offs, tank tops, halter tops, tube tops, backless dresses, jogging outfits, shorts other than the "skort" or dressy short designed to be worn with business clothes such as a blazer);
3. T-shirts or other attire that portray profanity or affiliation with any group other than CBJ.

This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska. The City Manager of the City and Borough of Juneau, Alaska maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.

Dated at Juneau this 6 day of May, 1997.

for 
David R. Palmer