

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.39 (23.2.3)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 09/05/00

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
SHORTS POLICY – FIELD OPERATIONS**

SUPERSEDES: 05/28/99

I. PURPOSE

The purpose of this policy is to establish guidelines for departments engaged in “field operations” on the wearing of shorts during the warm weather months to increase comfort on the job, provide uniformity of application to employees and present the appropriate image to the public.

II. APPLICABILITY

All City employees engaged in “field operations”, which are under the direction of the City Manager, shall be covered under this policy.

III. DEFINITIONS

“Field operations” shall be defined as work that requires employees to perform job tasks for an extended period of time in an outdoor environment or an environment that is not air conditioned during the warm weather months.

IV. REQUIREMENTS

A. Employee Responsibility:

When made available by the department, uniform shorts will be the type of shorts allowed. Whenever non-uniform shorts are allowed, the following criteria must be met:

1. Shorts must be a solid color similar in style and material to City issued uniform shorts.
2. Shorts must be no shorter than three inches above the knee.
3. All shorts must be hemmed at the bottom.
4. Tight fitting shorts or shorts with holes, tears or in a deteriorated condition, will not be allowed.

In addition to the safety gear supplied by the City, employees may be required to carry protective clothes (long pants, etc., supplied by the employee) at all times to prevent delays in appropriately clothing themselves for a job as necessary.

B. Department Head/Supervisory Responsibility:

Department Heads in charge of “field operations” may allow shorts to be worn in the warm weather months for jobs where the wearing of shorts does not pose an unsafe condition or job hazard or otherwise present an inappropriate image for the City. Employees must wear appropriate clothes (long pants, etc.) when jobs with safety hazards need to be performed. Based on the weather and respective site/job conditions, the supervisor in charge of the “field operations” will determine whether to permit or disallow shorts on a particular job.