



PROFESSIONAL ATTIRE AND APPEARANCE POLICY

Administrative Policy
February 20, 2025

Professional Attire and Appearance Policy

Authorizing Manager: Santos H. Kreimann, Chief Executive Officer

Original Issue Date: June 1, 1996

Effective Date: February 20, 2025

Mandatory Review: February 20, 2028 (Every 3 years)

Approval Level: Chief Executive Officer

I. Purpose

To establish a principle-based approach for Professional Attire and Appearance at LACERA, appropriate to each separate occasion, in order to show respect, instill confidence, and establish credibility in our interactions with our LACERA colleagues, members, business partners, and the public and thereby enhance the performance of LACERA's fiduciary duty. Professional Attire and Appearance are essential to maintaining a business image that reflects LACERA standards.

II. Scope

This policy applies to all LACERA staff members, agency temporary staff members, and contract employees in our hybrid work environment, including in the office, when working remotely, or attending a conference or any other type of function on behalf of LACERA either remotely or in-person.

III. Legal Authority

Adoption of policies governing the workplace furthers the performance of LACERA's fiduciary responsibility for administration of the system under Article XVI, Section 17 of the California Constitution. LACERA's policy is consistent with the Los Angeles County Code (Section 5.72.010), which provides "All employees are required to wear clothing and maintain an appearance suitable to their occupations as may be determined by their respective department heads."

IV. Definition

For the purpose of this Policy, the terms below have the following definition:

Professional Attire and Appearance: LACERA allows staff members the flexibility to dress and maintain an appearance reflecting personal style as long as it is deemed professional.

LACERA permits a comfortable, relaxed version of formal business attire and appearance, with no sacrifice of professionalism, which will vary as appropriate for each separate occasion.

Formal business attire and appearance is appropriate in some circumstances. Staff members are encouraged to consult with their manager or supervisor for clarity as to the attire and appearance they need to have for a specific occasion.

V. Policy Statement

LACERA adopts Professional Attire and Appearance as the daily standard dress code for all staff members. Generally, staff members' attire and appearance should reflect the nature of the workplace setting, the audience, and the work to be performed that day. Formal business attire and appearance may be appropriate in some circumstances.

All staff members must wear identification badges that are visible while on site.

Managers and supervisors are responsible for notifying and counseling staff members whose attire and appearance are unprofessional or are considered disruptive of the work environment. Reasonable accommodation will be made for staff members' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to a staff member's satisfaction by their supervisor or division manager should be taken to the Human Resources Office. Questions regarding the guidelines above may be discussed with the direct supervisor, the division manager, or the Human Resources Office.

If the staff member is notified that their attire or appearance is unprofessional, disruptive, or unsafe, as determined by either the direct supervisor or division manager, the staff member may be sent home to correct the problem. Repeated violations of this Policy may result in disciplinary action.

VI. Unprofessional Attire and Appearance

Staff members must not have unprofessional attire and appearance while working that is distracting, offensive, unsafe, revealing, or in disrepair.

VII. References

These references are intended to help explain this Policy and are not an all-inclusive list of policies, procedures, laws, and requirements. The following information complements and supplements this document:

Related Policies: Not Applicable

Related Procedures: Not Applicable

Related Forms/Templates: Not Applicable

Other Related Information: Los Angeles County Code Section 5.72.010

VIII. Version History

Previous versions of this Policy are listed below:

Update/Review Summary: Previous policy versions superseded by this policy:

- Business Casual Dress Policy, Effective Date: May 2002

Original Issue Date: June 1, 1996

IX. Policy Review/Approval

This is an Administrative Policy and shall be reviewed every 3 years.