



INCORPORATED 1659

CITY OF NORWICH  
CONNECTICUT

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DATE: February 12, 2015  
TO: All Employees  
FROM: Brigid Marks, Director of Human Resources *Blm*  
SUBJECT: Casual Dress Days

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As you know, employees are encouraged to dress casually on Fridays. Please remember, however, that as City employees, we must present a professional appearance at all times. Therefore, please follow these guidelines if you choose to participate in casual dress days.

The following is not considered appropriate office attire:

"Cut-offs", casual, or recreational shorts  
Tank, tube, or halter tops  
T-shirts  
Torn clothing or clothing with holes or patches

Jeans and sneakers are acceptable if in good condition.

Please keep in mind that regardless of the job setting, all clothing shall be neat and clean and of proper size, fit and length.

Lastly, employees are authorized to dress casually only on Fridays. Jeans are not acceptable on any other day unless otherwise authorized by your Department Head due to the nature of department operations. For further guidance on what is and is not acceptable, please consult your department head.