



ISSUED: March 14, 2025
AUTHORIZED BY: Kenneth J. Zellers
Ken Zellers Commissioner

POLICY TITLE: Attire and Grooming

Overview

The Office of Administration (OA) recognizes that appearance contributes to culture and reputation. This policy establishes guidelines for attire and grooming for employees of the Office of Administration. Employees are expected to present themselves in a professional manner at all times. Division and program directors may exercise reasonable discretion to determine appropriateness in employee dress and appearance.

I. Attire

The appropriateness of work attire shall take into consideration the nature of an employee's work as well as the level of contact the employee may have with the public. All attire worn in the workplace shall be clean, neat, and in good condition. Appropriate work attire does not include clothing that is too tight or revealing, or clothing with rips, tears, and/or frays.

A. General Dress Standard

The general dress standard for most OA employees is business casual. This standard applies Monday through Friday throughout the year. Business casual dress includes, but is not limited to, the following:

1. Tops

- Shirts with collars
- Turtleneck shirts
- Crewneck shirts
- V-neck shirts
- Button-down shirts
- Dresses
- Sweaters
- Blouses
- Polo shirts

2. Bottoms

- Slacks
- Skirts
- Khakis
- Trousers/Pants

3. Footwear

- Slip-ons
- Tie shoes
- Dress shoes
- Dress sandals

B. Certain positions require employees to wear uniforms and/or protective gear which are provided by OA. Upon issuance, the uniforms become the responsibility of the employee for maintenance and care. Employees are required to wear uniforms at all times while working.

POLICY TITLE: Attire and Grooming

- C.** Division and program directors may mandate that professional business attire be worn in special circumstances based on the type of meeting or interaction with the public. Professional business attire includes, but is not limited to:
- Business suits
 - Collared shirts/blouses
 - Blazers with dress slacks
 - Dress shoes
 - Dresses/skirts
- D.** Examples of inappropriate/prohibited clothing or footwear under this policy include, but are not limited to, the following items:
- Shorts
 - Clothing with vulgar or profane slogans or graphics
 - Tank tops
 - Clothing that is too tight or revealing
 - Muscle shirts
 - Clothing with rips, tears, and/or frays
 - Crop tops
 - Clothing items displaying names or images of politicians, names or logos of political parties, and/or identifiable campaign slogans
 - Athletic wear
 - Flip-flops
 - Hunting boots
- E.** If an employee has any doubt about whether an article of clothing is appropriate for work, the employee should resolve that doubt in favor of dressing more conservatively. Division and program directors have final discretion as to the appropriateness of clothing items.
- F.** OA will consider reasonable modifications to the dress code for employees with disabilities upon request and will engage in an interactive process to determine appropriate accommodations based on individual needs.
- G.** The Commissioner or designee may make exceptions for special occasions or in the case of inclement weather. Employees will be notified in advance.

II. Grooming

Employees shall not negatively impact others due to body odor, excessive use of fragrance, or unkemptness. Employees are expected to observe good grooming and personal hygiene practices. Employees should maintain a clean and neat appearance in the workplace. Employees should limit or avoid use of colognes or perfumes which may irritate others.

III. Enforcement

An employee who violates this policy will be required to go home, change into conforming attire or properly groom, and return to work. The employee will be required to use compensatory time, annual leave, or leave without pay for time away from work. Subsequent violations of this policy may lead to disciplinary action, up to and including termination of employment.