



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

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| POLICY TITLE: Dress and Attire | AUTHORIZED BY: |
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| ISSUED: October 1, 2000 | REVISED: August, 2005 |

I. Purpose

The Office of Administration recognizes that appropriate attire and good personal hygiene of its employees are essential to a productive work environment and the maintenance of a professional and positive image of the state. This policy establishes guidelines for dress and hygiene for employees of the Office of Administration.

II. Policy

1. Employees are expected to dress appropriately for work. Appropriate dress is clothing that helps employee's project a mature, businesslike, professional, and responsible image to their co-workers and the public. 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.
 - A. The general standard for appropriate dress for all employees is business casual. This standard applies Monday through Friday throughout the year. Examples of attire that meets this standard include: dress or sport shirts with collars (long or short sleeve as dictated by the season or personal preference), turtleneck or mock-turtleneck shirts, sweaters, skirts and blouses, dresses, dress or casual ("Docker" style) slacks, and loafers or deck shoes. Open-toed shoes are acceptable for women subject to the restrictions noted in item "C" below. Sweatshirts may be worn if a collared shirt or turtleneck is worn underneath. Writing on sweatshirts must be small and subtle. Division directors have authority to designate sections and/or positions in which alternate attire is permitted because of the physical nature of the work performed.
 - B. Division directors may mandate that traditional business attire be worn in special circumstances based on the type of meeting or interaction with the public. Traditional business attire is defined as business suits or sport coats with dress slacks, collared shirts with ties, and dress shoes for men with equivalent attire for women. When visiting the office of any elected official on behalf of the department or as part of their job responsibilities, all employees should wear business attire only.
 - C. Clothing and shoes that are more casual than that described above are not appropriate for work. Examples include denim jeans, blue jeans, T-shirts, shorts, sweat pants, flip flops or thong sandals, any sandals for men, tennis shoes or athletic shoes, exercise clothing, leggings, tank tops, halter tops, sport back T-shirts, shirts with spaghetti straps. Other kinds of clothing that are not appropriate for work include



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form-fitting stretch clothing, clothing with advertising or offensive or improper slogans, and clothing which is unduly tight or revealing. This list is not designed to be all-inclusive and the Commissioner may add items to this list at his or her discretion.

- D. More casual attire is acceptable for work conducted on Saturdays, Sundays, evenings, or legal holidays.
 - 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 directors have final discretion.
2. Employees are expected to observe good grooming and personal hygiene practices. Employees should maintain a clean and neat appearance in the workplace. Employees should be aware that many of their co-workers have allergies or sensitivities to strong odors and smells and should limit excessive use of colognes or perfumes. It is never appropriate to paint fingernails or remove nail polish while in the workplace.

III. Policy Enforcement

- A. This policy applies to all employees of the department, on or off normal work premises, who are in pay status and working for the department or attending a department-related function, meeting, or seminar.
- B. If your supervisor or the Division director deems a particular outfit or clothing item as unacceptable office attire, they may counsel you and ask that you not wear such items to work again. In the case of a second warning, your supervisor may send you home to change without pay. Subsequent violations of this policy may lead to disciplinary action, up to and including termination of employment.