



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

122 Dress Code

Effective: April 16, 2012
Revised: May 1, 2018

References: [Utah Administrative Code Rule R477-9](#) (see specifically Section R477-9-1)

Purpose:

Personal appearance and hygiene play an important role in projecting a professional image within the Department to the customers we serve and to other public and private professionals with whom we associate. Employee appearance should always reflect what is appropriate for his or her job, work setting, and personal safety.

This policy is intended to provide general parameters for appropriate employee attire. It is not meant to be all-inclusive for all divisions. Employees should exercise good judgment and always present a professional presence.

Definitions:

For the purpose of this policy, the following definitions are established:

1. "DAS" means the Utah Department of Administrative Services;
2. "Division" means the organizational units of DAS identified in [Utah Code §63A-1-109](#);
3. "Director" means a division director, and includes the coordinator established by [Utah Code §63G-3-401](#);
4. "Employee" means a person who is employed on a full or part-time basis by DAS;
5. "LMS" means the Learning Management System utilized by DAS.
6. "UPM" means the Utah Performance Management system provided by the Department of Human Resource Management and utilized by DAS.

Policy:

1. WHAT TO WEAR TO WORK – DAS has defined three categories of dress, which are provided below:
 - a. **Business Attire:** traditional business dress. For men this is a business suit, or slacks with a jacket and tie (jackets need not be worn throughout the day, but must be available for meetings or other events). For women, business attire consists of dresses or suits with either skirts or slacks. Footwear for men consists of dress shoes with socks. Heels, flats, or dress shoes are appropriate for women (hosiery/socks are not required for women).
 - b. **Informal Business Attire:** Less formal than traditional business attire. For men this is dress pants, khakis, or Dockers-style twill plants, with a dress shirt or polo-



type shirt. Ties are optional. For women, this is a skirt, dress or twill slacks with a blouse and/or sweater. To maintain a professional image, the employees should refrain from wearing anything that is too revealing and should always ensure that they are dressed appropriately to meet with the public at a moment's notice.

- c. **Casual Attire:** On Fridays or at other times specifically specified by management, casual attire such as nice jeans, polo-type shirts or other types of nice shirts and sweaters, may be worn. Pants must be free of holes, tears, or fray. Employees should refrain from wearing screen printed T-shirts with designs, logos, or offensive or political language. During times that the Legislature is in Session, employees shall not participate in casual dress unless their job specifically requires it.
2. **CONDITION/APPLICATION OF WORK ATTIRE** – The following guidelines should be generally used to determine the dress code appropriate to your work area. Managers may make modifications to the dress code if the type of work required necessitates such a change.
 - a. **Division Directors, Office Coordinators, Assistant Directors and above:** Business Attire is required. Informal or Casual Attire may be worn on Fridays, unless the employee is required to interface with the Governor's Office, the Legislature, or other meetings with the public or other agencies.
 - b. **Managers/Supervisors:** Informal Business Attire is appropriate Monday through Thursday, and Casual Attire is appropriate on Fridays. However, supervisors and managers are expected to wear Business Attire whenever required to interface with the Governor's Office, the Legislature, or other meetings with the public or other agencies.
 - c. **Office Employees:** Informal Business Attire is required in the office environment; however, Casual Attire may be worn on Fridays when the Legislature is not in session. Employees who do not work in an office environment are permitted to wear clothing conducive to their work.
 3. **WHAT NOT TO WEAR TO WORK** – Inappropriate attire includes the following:
 - a. **For Men:** *Printed* T-shirts, sweatpants, sloppy sweatshirts, or workout attire; shorts, sheer clothing or clothing that is excessively revealing or distracting; pants with holes, tears, or other informal or unprofessional styling; tank tops; slippers; flip flops, or sports/hiking sandals. Any clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans shall also not be worn.
 - b. **For Women:** *Printed* T-shirts, sweatpants, sloppy sweatshirts, or workout attire; leggings; shorts; sheer clothing or clothing that is excessively revealing or distracting; halter tops; tank tops that are excessively revealing; skirts/dresses that are excessively short; slippers, flip flops, or sports/hiking sandals; and pants with holes, tears, or other informal and unprofessional styling. Any clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans shall also not be worn.
 4. **SITUATIONS THAT MAY CALL FOR DIFFERENT ATTIRE.**



- a. **Policy Deviations:** Supervisors and managers can specify additional or alternative dress and grooming requirements based on the business needs of their work groups or other requirements necessary for employee safety and comfort. Management may also require a higher standard of dress for their area. If higher standards of dress are required, they must be reviewed by the Department of Human Resource Management and the Executive Director's Office before being distributed in writing to each affected employee.
5. EMPLOYEE RESPONSIBILITIES AND CONSEQUENCES.
- a. **Professionalism:** Always strive to project a professional image while at work and in the public eye.
 - b. **Hygiene:** Proper appearance includes personal hygiene. Daily grooming and bathing is appreciated. Because we have many employees with allergies or other sensitivities, please refrain from wearing strong scents that may cause discomfort to others.
 - c. **Non-compliance:** If an employee fails to comply with this policy, management may direct the employee to take appropriate steps to become compliant including sending the employee home to change their clothes. If an employee is sent home due to inappropriate attire, he or she will need to use annual leave or arrange to make up time with the supervisor.
6. MANAGEMENT RESPONSIBILITIES AND CONSEQUENCES.
- a. **Professional:** Set the example for professional appearance in the workplace, and communicate DAS's standards of dress to all employees. Achieve a professional appearance regardless of the level of dress employees wear.
 - b. **Safety:** Keep safety in mind when determining proper attire at work. Never sacrifice safety for comfort.
 - c. **Compliance:** An employee who fail to follow the proper dress code shall be counseled by the employee's supervisor and may be subjected to appropriate disciplinary action, including being directed to leaving the premises (if necessary for compliance). Any time lost may not be compensated.
 - d. **Accommodation:** The Americans with Disabilities Act Amendments Act of 2008 requires management to modify its policies and procedures to accommodate employees with disabilities. Refer accommodation requests to the ADA Coordinator.