

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
INTERNAL POLICIES AND PROCEDURES**

**Subject:** DRESS CODE

**Date:** April 16, 2012

**Ref:** DHRM Rule 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. Our appearance must always reflect what is appropriate for our job, work setting, and personal safety.

This policy is intended to provide general parameters for appropriate employee attire. It is not all-inclusive, and employees must exercise good judgment and common sense about items not specifically addressed. In essence, employees are expected to appear for work in attire that is “professional” and suitable for the work setting. This may vary slightly from one Division to another depending on the nature of the work and employees’ exposure to the general public, customers, and the environment.

**Policy:**

1. WHAT TO WEAR TO WORK. The Department of Administrative Services has defined four categories of dress, which are provided below, with examples of appropriate dress:
  - a. **Business Attire** – Traditional business dress. For men this would be a business suit, or slacks and jacket, with tie. For women, dresses or suits with either skirts or slacks. Appropriate footwear for men includes shoes with socks. For women, heels, flats, or dress shoes are appropriate. Hosiery/socks are not required for women.
  - b. **Informal Business Attire** – Slightly less formal than traditional business attire. For men this would be dress pants, or khakis or Dockers style twill pants, with a dress shirt or polo-type shirt worn with a jacket but no tie, or a dress shirt worn with a tie but no jacket. For women, this is a skirt or dress slacks with a dressy blouse and/or sweater, or other type of top without a jacket. The intent of informal business attire is to ensure that personnel are dressed appropriately to meet with the public at a moment’s notice. While jackets are not required for women, they do have the effect of creating a professional appearance. For men, jackets do not need to be worn the entire day but must be available. Hosiery/socks are not required for women. Footwear must be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind. Athletic shoes, tennis shoes, and hats are not permitted.

- c. **Business Casual Attire** – A more casual dress, such as khakis or Dockers-style twill pants and a polo-type shirt or other types of collared shirt or sweater for men or women. Additionally, a blouse, dressy tee, sweater, and dressy capris are appropriate for women. Hosiery/socks are not required for women. Footwear must be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind. Athletic shoes or tennis shoes may be permitted, provided they are clean and in good condition. Hats are not permitted in an office setting.
  - d. **Non-Business Casual Attire** – Casual attire, such as jeans, polo-type shirts or other types of collared shirts, and sweaters for men and women. In addition, a blouse, dressy tee, sweater, and capris are appropriate for women. Clean, stylish sweatshirts may also be worn. Footwear must be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind. Hosiery/socks are not required for women. Athletic shoes or tennis shoes may be permitted, provided they are clean and in good condition. Hats are not permitted in an office setting.
2. CONDITION/APPLICATION OF WORK ATTIRE. Generally, employees' clothing must be in good condition, meaning no fading, holes, or dangling threads. Additionally, the following guidelines must be used to determine the dress code appropriate to your work area. The management of the area will determine what level of dress is most appropriate.
- a. **Division Directors, Assistant Directors and above** – Business Attire is required. Informal Business Attire may be worn on Fridays, unless these employees are required to interface with the Governor's Office, the Legislature, or outside agency management, in which case Business Attire must be worn.
  - b. **Managers/Supervisors** – Informal Business Attire is appropriate Monday through Thursday. Business Casual Attire is appropriate on Fridays; however, supervisors are expected to wear Business Attire whenever they are required to interface with the Governor's Office, the Legislature, or outside agency management.
  - c. **Exempt Professionals and Hourly Employees** – Business Casual Attire is required in the office environment; however, Non-Business Casual Attire may be worn on Fridays, when the Legislature is not in session. Exempt professionals and hourly employees who do not work in an office environment may be permitted by management to wear Non-Business Casual Attire throughout the year.
3. WHAT NOT TO WEAR TO WORK. Inappropriate attire includes the following:
- a. **For Men:** Tee shirts, sweatpants, sloppy sweatshirts, or workout attire; shorts; sheer clothing or clothing that is excessively revealing or distracting; tank tops; slippers; flip-flops; or sport/hiking sandals. Any clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans.
  - b. **For Women:** Non-dressy tee 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; and skirts/dresses that

are excessively short; slippers; flip flops; or sports/hiking sandals. Any clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans.

#### 4. SITUATIONS THAT MAY CALL FOR DIFFERENT ATTIRE.

- a. **Summer and Holiday Dress:** Directors, Assistant Directors, Managers, and Supervisors are permitted to wear Business Casual Attire between Memorial Day and Labor Day, and between Christmas Day and New Year's Day, unless they are required to interface with the Governor's Office, the Legislature, or outside agency management, in which case Business Attire must be worn.
- b. **Daily Considerations:** Employees must always consider each day's activities when determining what to wear. When hosting or attending meetings with clients or employees from other Divisions or Departments, DAS employees must refrain from wearing business casual attire, unless they know that meeting attendees will also dress in business casual attire.
- c. **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 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 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.
- c. **Non-Compliance:** If you fail to comply with this policy, management may direct you to take appropriate steps to become compliant, which you will be expected to complete on your own time.

#### 6. MANAGEMENT RESPONSIBILITIES AND CONSEQUENCES.

- a. **Professionalism:** Set the example for professional appearance in the workplace, and communicate the Department'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 employee safety for comfort.
- c. **Compliance:** Employees who fail to follow the proper dress code must be counseled and subjected to appropriate disciplinary action, including being directed to leaving the premises (if necessary for compliance). Any time lost may not be compensated.
- d. **Accommodations:** The Americans with Disabilities Act requires management to modify its policies and procedures to accommodate employees with disabilities. Refer accommodation requests to the ADA Coordinator.