

REFERENCES

Secretary of Administration Memorandum dated May 6, 1996

POLICY

All state employees of the Adjutant General's Department are required to dress and groom appropriately for their respective positions and project a positive public image that is consistent with the professionalism we desire to achieve. Employees are to adhere to the following minimum standards and supervisors are to fairly apply and enforce these standards:

1. Clothing shall be neat, clean, tasteful, free from offensive odor and of proper fit.
2. Clothing not considered appropriate in any setting includes:
 - a) Tight fitting, revealing or suggestive looking clothing which includes, but is not limited to: tank tops, muscle shirts, halter tops, midriff or tube tops, sleeveless T-shirts.
 - b) Tops or pants which expose the midsection when bending.
 - c) Hem lines more than three (3) to four (4) inches above the knee (where it bends in the back).
 - d) Clothing which is frayed, faded, cut off, has holes or appears excessively worn.
 - e) Clothing which contains graphics or slogans which are obscene, vulgar, demeaning, and/or considered offensive or which are contrary to a drug/alcohol/smoke-free work place.
 - f) Shorts.
 - g) Sweat or jogging pants/suits.
 - h) Athletic or logo type sweat shirts.
 - i) Sunglasses worn indoors.
 - j) Skorts, unless loose fitting and not short-like.
3. Clothing not considered appropriate in an office setting includes:
 1. T-shirts cut in an athletic box style. (Dress-type T-shirts are acceptable.)
 2. Jeans which do not conform to the standards in #2 above.
4. Tops should be tucked in unless designed to be worn outside.
5. Socks/hosiery must be worn.
6. Personal hygiene. Employees are to be clean, non-offensive and well groomed while at work. This includes clean, well groomed, neat hair; being able to see one's face; and having clean fingernails (unless performing work which prevents this).
7. Tattoos which are obscene, vulgar, demeaning, and/or considered offensive or which are contrary to a drug/alcohol/smoke-free work place must be covered.
8. Uniforms, when furnished or authorized by the agency, are required to be worn while on duty.
9. When employees, whose regular work allows the wearing of the more informal clothing, are representing the agency by participating in meetings, seminars and special functions; or who are working in an office setting, dress standards as outlined for office settings are to be worn.
10. Supervisors may develop more restrictive standards based on safety or enhanced public image.

PROCEDURES

1. It is the responsibility of employees to comply with these standards.
2. It is the responsibility of supervisors and the supervisory chain of command to ensure compliance with these standards.

3. An employee reporting to work whose attire or hygiene is out of compliance, may or may not be allowed to work the remainder of the work day depending on the severity and frequency of the noncompliance. Employees not allowed to work will be permitted to work when properly attired and groomed. Time away from work is not considered work time. It is the discretion of the supervisor if an employee may use accrued leave, rearranged time or be in unpaid status.
4. In addressing non-compliance, supervisors should follow progressive discipline guidelines.
5. Dress code may be occasionally relaxed for emergency incidents, such as disasters, technical hazards responses or response drills; or for special work events such as cleaning, moving, casual agency sponsored activities, etc., as authorized by the supervisor.
6. An employee or department director desiring an ongoing waiver of any standard in this policy may do so by submitting a written request to The Adjutant General, through the Director of OSHR. This request should state what standard(s) they would like waived and a justification.

EFFECTIVE DATE: 6/98
OPR: Director of OSHR
New: (6/98)