

## Dress Code Directive

Employees at the Department of Labor and Workforce Development are natural leaders for state government and employees should project this leadership role by maintaining a high standard of dress and personal grooming. Through the dress code policy, it is our desire to reflect the department's professional business image in a favorable light to customers, co-workers, other state agency employees, and the public. Our personal pride and departmental pride should guide our choices regarding appropriate attire in the Department of Labor and Workforce Development workplace.

The Department has adopted a "business casual" dress code policy. This dress code policy offers an alternative to the traditional business attire of dresses, suits, etc. Staff should, however, recognize that attire must be appropriate for the office setting, and that not all casual clothing is appropriate for the office. Examples of business casual include:

- Button down shirt and dress slacks
- Blouse and knee length skirt
- Collared shirt and chino pants
- Knit top, cardigan, and dress pants
- Sweater and khaki pants

Clothing that is too revealing, tight, excessively short, worn, frayed, wrinkled, ripped, disheveled, ill-fitting, or reflect radical departures from conventional dress is not acceptable dress in the workplace and should not be worn.

Management will enforce the dress code policy and the Department of Labor and Workforce Development Human Resource Office will be available to answer questions regarding the dress code policy. At any point management makes exceptions to this policy (as outlined in this policy), TDLWD Human Resource Office should be informed.

Employees violating the dress code policy will be sent home on annual leave (or leave without pay if the employee does not have an annual leave balance from which to draw) in order to change clothes; they will be expected to return to work the same day, appropriately dressed. Subsequent or chronic violation of the dress code policy will result in disciplinary action.

Examples reflected below should not be considered all-inclusive but serve as a guideline for defining business casual and assist employees in making proper judgments about clothing that may not be specifically addressed. If an employee is uncertain about a clothing item, they should choose not to wear it until they have first discussed it with their supervisor and the decision has been made as to whether it is acceptable dress for the workplace.

## **Inappropriate Dress for Regular Business Day**

### **• Slacks and Pants**

- Denim jeans (of any kind or color)
- Leggings that are not covered by a top or dress that is no more than 3 inches above the knee
- Fishnet stockings or any type of pantyhose that expose the skin
- Shorts
- Overalls
- Low-cut pants or sagging pants that reveal the midriff or undergarments
- Exercise clothing or leisure clothing such as: velour jumpsuit, jogging suits, yoga pants, sweatpants, or warm up suits

### **• Shirts and Tops**

- T-shirts
- Shirts that reflect unprofessional slogans, advertisements, or cartoons
- Sweatshirts
- Hoodies
- Spaghetti-strap tops
- Low-cut necklines
- Halter-tops
- Tube tops, clothing that exposes the midriff, or reveals undergarments

### **• Dresses and Skirts**

- Excessively tight and/or short dresses and skirts
- Spaghetti-strap or strapless dresses
- Backless dresses
- Dresses that have low-cut necklines, cut-outs, or reveal undergarments

### **• Footwear**

- Tennis/athletic shoes (of any kind)\*\*
- Rubber flip-flops
- House shoes

*\*\*Management should notify our Human Resource Office if an exception to this rule is required (temporary or long-term) due to written orders from a medical provider. A copy of the orders will be maintained in the employee's personnel file.*

### **• Caps and Hats**

- All hats, visors, or head scarves except religious head coverings or those associated with medical treatment.

## Casual Days

On “Casual Days” (Friday, or the day preceding a holiday that falls on a Friday), exceptions to the business casual dress code may be allowed. \*Employees may wear the casual attire listed below:

Jeans that are not ripped, worn or frayed  
Jeggings  
T-shirts in good condition  
Sweatshirts and hoodies that are in good condition  
Tennis shoes and non-athletic tennis shoes

However, if you have a scheduled meeting within or outside of the Department of Labor and Workforce Development buildings on the “Casual Day” with individuals other than internal Department of Labor and Workforce Development staff, you must wear appropriate “business casual” attire unless otherwise specified.

*\*shorts, spaghetti-strap tops, halter tops, tube tops, and tank tops with straps less than two inches wide are prohibited on Casual Days.*

## Attire for Specified Events

In the event of meetings, an official visit from a state or federal agency (e.g. CMS, Legislators, etc.), or at the request of your supervisor for any other appropriate event, our agency may require formal business dress for some or all employees.

At the discretion of management, employees may be allowed to dress differently for special occasions such as moving/clean-up days. On such occasions, employees will be informed of the dress code options for those days.

## Attire for Inclement Weather

In the event of inclement winter weather conditions that result in school closings, or school closings in your residential area, employees may dress in attire that is more casual and weather appropriate.



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### **Dress Code Directive Acknowledgement**

My signature acknowledges that I have read, understand, and agree to comply with the directive set forth herein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Division

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Date