

DEPARTMENT OF LABOR

PROFESSIONAL IMAGE POLICY

It is the policy of the Department of Labor that all employees shall be at work dressed in appropriate attire for their work situation, properly groomed, free from offensive odors and presenting a professional appearance. As state employees, it is important to present an appearance which inspires public confidence and promotes a professional image of state employees and of the department. While it is not the intent of this policy to require specific articles or types of clothing, the following paragraphs are intended to provide guidance to employees and supervisors.

Accordingly, it is expected that all staff will wear clothing that is neat, clean, well mended, and appropriate for the type of job they are performing. All items of clothing must be free of rips, tears, stains, ragged edges, and must not be faded, tight, form-fitting, see-through, low cut, or too short.

Jeans, like any article of clothing must adhere to the dress code policy as outline above. However, jeans are not to be worn when dealing face-to-face directly with the public unless otherwise authorized.

It is recognized that clothing styles may vary depending upon the change of seasons, and the nature of one's work. Staff should always dress to the highest degree of appropriateness. It is expected that staff will be well groomed, and will exercise good taste, judgment, and common sense in selecting attire for work.

Examples of unacceptable attire include:

- Cutoff's (either shirts or pants)
- Shorts of any length, type, style, or material.
- Sports jerseys (such as football, soccer, baseball, cycling, etc.)
- Clothing with slogans or messages that are inflammatory, derogatory, or provocative.
- Tight stretch pants, leggings without suitable cover
- Midriff, crop tops or spaghetti straps.
- Halter tops and revealing attire
- Hemlines which are short and revealing
- Beach, gym, and recreational wear such as jogging suits, "sweats", and T-shirts
- Beach style "flip flops"

A good rule of thumb is that if you have doubts about wearing an item, it is probably not appropriate.

These guidelines may be modified for a particular work assignment. Special consideration will be given to those employees whose positions require physical labor or who may be assigned duties that require them to work with or around machinery such as the mail room, print shop, stock room, building maintenance, and some computer operations. Those employees may be permitted to wear jeans.

There may be times when relaxed dress is not suitable. For example, professional attire may be in order for business meetings, formal hearings, etc. In such cases, dress slacks, dress shirts, ties, etc. would be more appropriate. When in doubt employees should consult their supervisor or manager for clarification.