GENERAL ADMINISTRATION
EMPLOYEE

043 GENERAL OFFICE POLICIES

043.8 Employee Dress Code Policy

043.8.1 Purpose

To provide direction on appropriate attire in the workplace.

043.8.2 Definitions

A. "Appropriate professional attire" means what management would consider suitable attire for a state government employee in the workplace.

B. "Good personal hygiene" means behavior associated with ensuring good health and cleanliness.

043.8.3 Policy

Employees must maintain good personal hygiene and dress appropriately for the tasks of their position.

043.8.4 Guidance

A. HSD consists of various Divisions, some having more and some having less direct contact with the public. Employees in specific technical job occupations, such as those employed as truck drivers or in the warehouse may be allowed or required to wear jeans and steel-toed boots. With limited exceptions such as these, HSD offices will adhere to the standards of what constitutes professional attire.

B. Local Office Managers do not have the authority to establish dress standards that differ from the general HSD standard. Managers should use their judgment in determining what appropriate professional attire is. Should a question arise, managers should refer the question through the chain of command for the Division or office.

C. Examples of inappropriate dress are:

- Tee shirts or jerseys with advertisements or logos (exception being HSD or collective bargaining representative logos);
- Sweat suits or sweat pants;
- Jogging clothes;

- Provocative clothing (such as, see-through or low-cut blouses, muscle shirts, spaghetti strap tops, halter tops, tank tops) not covered by another piece of clothing;
- Articles of clothing that exposes undergarments;
- Beach or pool-type flip-flops, not including dress slides (all other shoes are appropriate including athletic shoes);
- Torn, soiled or ragged clothing, including shoes;
- Shorts; and
- Blue jeans, unless it is a Friday, a day before a state-observed holiday, or a specific event day designated by a manager as a "dress down day." Dress down days shall be the exception, rather than the rule. Other professional denim is generally acceptable.

D. An employee is expected to be properly attired to meet the demands of the workday. An employee who arrives at work in inappropriate attire is to have a private meeting with his/her supervisor over the dress issue and is to then be sent home on annual leave or leave without pay to change into appropriate clothing.

043.8.5 References

HSD *Code of Conduct Policy*

APPROVED: DATE:

PAMELA S. HYDE, J.D., Secretary 7/9/09