

	Effective Date:	03-04-2019
	Policy #:	G-09
	Supersedes:	10-01-2015
Subject: <b>Employee Dress Code</b>		Page: Page 1 of 4

## **PURPOSE**

This policy establishes guidelines for proper attire in the workplace for Department of Licensing and Regulatory Affairs (LARA) employees.

## **POLICY**

LARA employees must maintain a neat, well-groomed, and professional appearance that is appropriate for their job functions. Attire should always be appropriate to a business office environment and reflect a professional image to the department's customers, the public, and our business partners with whom we interact.

## **GUIDELINES FOR WORKPLACE ATTIRE**

1. The department's **preferred** attire is business professional, and is always required when officially representing the department at meetings or other functions.
2. Business casual is acceptable attire for the department.
3. In all cases, provocative, tight fitting, or otherwise unacceptable (see exceptions table) clothing is prohibited.
4. In all cases, clothing should be clean, wrinkle free, and not excessively worn or faded.

## **EXCEPTIONS**

1. On Fridays, the dress code is relaxed to include denim items that are not torn or excessively worn and clean athletic shoes. Employees having scheduled meetings with external customers cannot wear these items.
2. Employees whose primary job duties include: mailroom functions, industrial inspecting (per position description), e.g. underground storage tanks, construction sites, lifting, carrying, and installing equipment, and/or work units who do not interact with or come into contact with the public during work hours are exempt from these guidelines. However, these employees are expected to maintain a

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neat, well-groomed, and professional appearance that is appropriate for their job functions.

Approval for work units must be obtained from the Bureau director for work units meeting this exception criteria. The approved list of work units with the applicable exception must be confirmed by the assigned department Deputy Director before going into effect.

A master list of exempted work units shall be retained by the Executive Office and OHR and posted on the intranet. Managers and Supervisors, with the approval of Bureau or Office Directors, may grant one-day waivers for employees for temporary work duties that will require industrial inspecting, lifting, carrying, and installing equipment.

3. Bureau Directors may exempt an employee from the dress code once for up to five business days due to medical reasons, e.g. sprained ankle. Any request to extend the exemption beyond the original five days or any subsequent new requests must be submitted to the Office of Human Resources (OHR), in which case medical documentation including diagnosis and duration of the need for the exception must be provided.
4. Bureaus and Offices may elect to hold "Dress Down" days as fundraisers on one other weekday besides Friday. "Dress Down" days may be held up to two days per month. Approval by the Bureau Director is required. An approved treasurer selected by the Bureau Director must keep a record of funds, donating members, and charities who receive what is collected. Those who donate will receive a sticker allowing them to participate as well as information on which days they will be allowed to dress casually.

Following is an overview of business professional, business casual and unacceptable attire for LARA employees. While business professional is preferred, business casual is acceptable.

#### **Acceptable Business Professional and Business Casual Attire – NO DENIM**

- Work Unit – A unit or team of employees that have been assigned to accomplish specific tasks. This can also refer to a physical location such as an office space or other work area as defined by LARA Office of Human Resources (OHR).

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Should be an appropriate fit and coverage	
Shirts	Dress shirts with a collar, turtlenecks, blouses, sweaters, dress knits (with collar, V-necks, crew necks)
Suits/Ties (Optional)	Suits and/or jackets, sport coats, recommended to be worn when dealing face-to-face with customers and/or attending business meetings that include non-LARA staff
Shoes	Dress shoes with or without heels, laced, loafers, and sandals with a stacked heel or leather soles, dress boots.
Pants	Dress slacks, dress capris, crop pants including Dockers style
Dresses	Dresses, suits, skirts
Leggings/Tights/Nylons	Leggings may be worn under appropriate attire such as a dress; leggings, tights and nylons may have a pattern as long as the pattern is not inappropriate.

<b>Casual Day Attire</b> – in addition to the business professional and business casual attire, the following attire is acceptable for Casual Days only.
Jeans
Denim shirts and jackets
Denim skirts and dresses
Sweat shirts, provided they do not have logos/statements of an inappropriate nature
Denim and other colored capris, cargo pants, or cargo capris (not athletic or fleece styles)
Clean tennis shoes, deck shoes, hiking boots, western boots

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<b>Unacceptable Attire</b>
Sweat suits, jogging suits, warm-up suits, wind suits
Shorts (all types)
“Flip-Flop” thong sandals – plastic, foam, and/or rubber beach type, house slippers or moccasins, foam footwear (such as Crocs)
Hats or Baseball Caps, head coverings that do not serve a religious purpose
T-Shirts, Tube tops, crop tops, off the shoulder tops, spaghetti straps without something over them
No midriff, back skin, cleavage or undergarments may show when standing, bending, sitting or stooping
Clothing that is “see-through” in the bodice or torso area, without “non-see-through” clothing or lining worn underneath

## **ENFORCEMENT**

1. Supervisors and managers are responsible for ensuring that their employees comply with the guidelines of this policy.
2. Employees who report to work dressed in an unacceptable manner shall be sent home and directed to return to work in proper attire within a reasonable time frame. Charges may be made against the employee’s annual leave credits or lost time.
3. Repeated violations may result in further discipline, up to and including dismissal

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