

LARA Policy & Handbook - Q&A for Employees

Policy G-05; Building Access

Question: The Building Access policy says that employees must display their state-issued picture ID card while on the premises of a state office building. What is included in the definition of a ‘state office building’?

Answer: For purposes of this policy, a state office building is a DTMB managed/state owned building; leased buildings are not managed by DTMB.

Policy G-09: Employee Dress Code

Question: Can employees that never see clients be exempt from the dress code?

Answer: No

Question: Does the dress code policy apply to students?

Answer: Yes, the dress code policy applies to all LARA employees.

Question: Can employees wear skorts, gauchos, and crop pants?

Answer: Yes, as long as they are professional looking.

Question: Can employees wear capris?

Answer: Yes, as long as they are not a ‘cargo capri’ and are not fastened on the side with strings.

Question: What is the difference between ‘capris’, ‘crop pants’, and ‘gauchos’?

Answer: A capri is a casual pant falling mid-calf. Crop pants end one to a few inches above the ankle or longer than mid-calf. Gauchos come in a variety of lengths and have flared legs.

Question: Can employees wear sweaters with a hood?

Answer: Yes, dress sweaters with a hood are acceptable.

Question: What is a ‘leather deck shoe’?

Answer: A flat leather shoe having a non-slip sole similar to a loafer.

Question: Are men allowed to wear dress sandals?

Answer: Yes

Question: What procedure is an employee required to follow if they need an exception to the dress code for medical reasons, such as a need to wear tennis shoes because of a foot problem?

Answer: The Bureau Director can grant a one-time exception for employees to wear tennis shoes because of a medical need; this exception cannot exceed five business days.

In all other situations, if the employee's need to wear tennis shoes is short-term (i.e. less than six months) because of surgery, injury, short-term foot pain, etc., the employee can submit a medical statement to OHR that includes the following: a) a statement stipulating that the employee must wear tennis shoes to work from "x" date to "x" date, and b) the diagnosis of the condition that results in the employee's need to wear tennis shoes at work.

If the need to wear tennis shoes is for a period greater than six months, the employee must submit a completed Reasonable Accommodation Request form to the Office of Human Resources, including medical documentation; the employee may wear tennis shoes until a determination is made regarding the reasonable accommodation request.

Solicitation on State Property (Handbook)

Question: Can an employee bring in their child's school fundraiser and put it in the break room or keep it at their desk for other employees to purchase from?

Answer: Yes, as long as they are not actively seeking buyers for their products. Ordered products may not be delivered on work time.

Question: Can an employee place Avon, Pampered Chief, etc. literature in break rooms, rest rooms, or at their desk?

Answer: This is allowed as long as the employee is not actively seeking buyers for the products. Ordered products may not be delivered on work time.

Question: Can hand crafted or baked items be displayed for sale in the break rooms?

Answer: If the monies received from the sale of these items go to a charitable organization, an event of this type is allowed.

If the employee will receive the proceeds, the event is not allowed.
However, employees may post notices on break room bulletin boards regarding such an event.