

DEPARTMENT OF NATURAL RESOURCES

Human Resources Policy No.: 21

EFFECTIVE DATE: MAY 29, 2015

SUBJECT: DRESS POLICY

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

The employees of the Department of Natural Resources (DNR) perform varied and distinct job responsibilities, as stewards of the state's resources, that are important to the public we serve. Our employees' personal appearance, grooming and hygiene contribute significantly to the perception of DNR. It is therefore essential that we present a positive, professional image that fosters public confidence in our employees and business operations.

II. PURPOSE

This policy provides guidance for determining the proper and acceptable workplace attire for DNR employees.

III. APPLICABILITY

This policy applies to all DNR employees, regardless of status.

IV. STANDARDS

1) Acceptable Dress

- a) Employees are expected to make responsible decisions regarding their workplace attire and appearance. Beyond general guidelines, appropriate dress largely depends upon the nature of the employee's work and with whom he/she has contact. Any employee scheduled to attend a meeting with the public or any outside entity should dress appropriately for the occasion. Employees who work in the field should dress with practicality, comfort and safety in mind, and in accordance with the standards of their Office.

- b) From head to toe, employee appearance should be neat and clean. Clothes should be clean and pressed, when necessary. Shoes should be clean and in good repair.
- c) Employee grooming and personal hygiene must be professional at all times. Hair, including sideburns, mustaches and beards, should be clean, combed and neat.
- d) Because many employees suffer respiratory conditions and olfactory sensitivities, employees are to refrain from wearing heavily fragrant perfumes, aftershaves, body lotions and the like.

2) **Summer Business Casual Dress**

Commencing Memorial Day and continuing through Labor Day of each year, DNR adheres to a "summer business casual" dress policy. This is a relaxed, professional style of dress that generally consists of lightweight fabrics such as khakis, cotton blouses, capris, skirts, crops, etc.

3) **Friday Casual Dress**

Casual dress on Fridays is acceptable. Employees may wear blue jeans and clean, well-maintained athletic shoes, if desired. Jeans and athletic shoes will not be allowed any other day except as authorized by the Secretary.

Although dress requirements are more relaxed on Fridays, employees should nonetheless consider the day's activities when determining what to wear. As examples, the option of dressing casually does not apply if an employee is scheduled to attend a business meeting or represent the department in an official capacity away from the office.

4) **Dress Which Is Not Acceptable**

The following is a list of clothing deemed inappropriate for the DNR workplace and may not be worn at any time. This list is demonstrative and not intended to be all-inclusive.

- a) Garments which expose the midriff, are strapless, backless, tight-fitting, low-cut, revealing, see-through, etc.
- b) Skirts and dresses which are short and revealing
- c) Spandex, lycra, leggings and other form-fitting clothes

- d) Clothing with holes, tears, frays or ragged hems
- e) Shorts
- f) Beach cover-ups and beach shoes
- g) Tank top and muscle shirts
- h) T-shirts or other apparel with messages/graphics – designer emblems are acceptable
- i) Athletic wear – includes sweat pants, jogging suits, wind suits, bike pants, etc.
- j) Flip-flops, crocs, shower shoes, house slippers, etc.
- k) Capri and crop pants shorter than mid-calf

V. RESPONSIBILITY

- 1) Supervisors and managers are responsible for ensuring compliance with this policy. To effectively do so, supervisors and managers are expected to lead by example in their own dress and appearance.
- 2) If, in the judgment of a manager or supervisor, an employee is not properly dressed or appropriately groomed, the concern should be privately addressed with the employee. Human Resources personnel are available to provide assistance in addressing these concerns.
- 3) Appointing authorities are responsible for the uniform application of this policy and imposing corrective action for repetitive violations.
- 4) Appointing authorities may, for business reasons, develop a dress code more restrictive than the department's dress policy.

VI. ENFORCEMENT

Employees may be required to take leave from the workplace to remedy inappropriate dress/appearance concerns. Additionally, repetitive violations may result in the imposition of corrective action as warranted by the circumstances and in accordance with the Civil Service Rules.

VII. EXCEPTIONS

Exceptions to this policy require the approval of the Secretary.

VIII. QUESTIONS

Questions concerning the application and enforcement of this policy should be addressed to the Human Resources Division.



STEPHEN CHUSTZ, SECRETARY

5/21/15

DATE

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