

## DEPARTMENT OF NATURAL RESOURCES

**HUMAN RESOURCE POLICY NO:** 21  
**EFFECTIVE DATE:** June 15, 2004  
**SUBJECT:** Dress Policy  
**AUTHORIZATION:** R. S. 36:353

### **I. Policy:**

The Department of Natural Resources establishes this dress policy to ensure that employees who represent the Department maintain a professional appearance and dress appropriately for the work in which they engage.

### **II. Purpose:**

The purpose of this policy is to ensure appropriate workplace attire that encourages the public's confidence in the employees of the Department as professional stewards of the State's resources and to provide for consistency and uniformity in the administration of the dress policy.

### **III. Applicability:**

This policy applies to all employees of the Department of Natural Resources and will be disseminated to all organizational units. The dress policy for students is contained in the DNR Student Employee Handbook.

### **IV. Procedures:**

From head to toe, employees' appearance should be polished and neat. Clothes should be clean and pressed at all times. Shoes should be clean and in good repair. In addition to being properly attired, employee grooming and personal hygiene must likewise be professional at all times. Hair including sideburns, mustaches and beards should be clean, combed and neatly trimmed or arranged.

Employees are responsible for making intelligent decisions concerning their dress. Any employee scheduled to attend a meeting with the public or any outside entity should dress appropriately for the occasion.

Employees who wear Department logo shirts or caps should wear them in accordance with their office standards as determined by the Appointing Authority.

Employees who work in the field should dress with practicality and safety in mind, and in accordance with their office standards.

Effective Memorial Day to Labor Day of each calendar year, the Department will adhere to a Summer Business Casual Dress policy.

Summer Business Casual Dress differs from Friday Casual Dress. Summer Business Casual is a relaxed, professional style of dress that generally consists of lightweight fabrics, such as khakis, cotton blouses, capris, skirts, crops etc. It differs from Friday Casual dress which is a truly casual style that allows for blue jeans and athletic shoes.

Every Friday will be a casual dress day and employees may wear blue jeans and clean, work appropriate athletic shoes. Jeans and athletic shoes will not be allowed any other day, except as authorized by the Secretary.

The following is a list of clothing deemed inappropriate for the DNR workplace and may not be worn at any time. This list is not all-inclusive. If an employee has any questions regarding the appropriateness of a certain type of clothing, he or she should consult the supervisor/manager:

- Any garment that is strapless, tight-fitting, low cut, revealing, see through, etc.
- Spandex, lycra or other form fitting clothes
- Clothing with holes, tears or ragged hems
- Shorts
- Beach cover-ups
- Attire for lounging
- T-shirts or other apparel with messages/graphics (Designer emblems are acceptable)
- Athletic Wear (includes leggings, sweat suits, jogging suits, wind suits, biking pants, etc.)
- Beach flip-flops, crocs, shower shoes or house slippers
- Cargo pants/capris/crops that are very casual with large pockets on the fronts, backs or sides

If, in the judgement of the supervisor, an employee is inappropriately dressed, the issue should be addressed with the employee in private. If the supervisor/manager needs assistance in communicating with an employee regarding the appropriateness of his/her dress, the supervisor can contact the staff of the Human Resources Division. The employee may be required to take leave from the workplace to remedy any inappropriate dress.

Habitual offenders will be placed on leave without pay for the duration of the absence necessary to remedy the dress policy issues. Also, at the discretion of the Appointing Authority, disciplinary action may be taken against habitual offenders.

#### **V. Responsibility:**

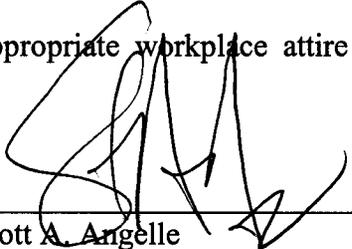
Appointing Authorities are responsible for the uniform application of this policy. They may, at their discretion, develop a dress policy that is more restrictive than the Department's dress policy.

**VI. Exceptions:**

Exceptions to this policy may be approved in writing by the Secretary.

**VII. Questions:**

Questions about this policy and what constitutes appropriate workplace attire may be addressed to the Human Resources Division.

  
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Scott A. Angelle  
Secretary  
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Date 8/27/08