

**INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE
POLICIES AND PROCEDURES**

Policy Number: HR-3-4

Effective Date: July 1, 2013

Version: 2.0

POLICY TITLE: EMPLOYEE ATTIRE

OVERVIEW: DCS staff members represent the State of Indiana and will at all times present a professional image to clients, visitors, and the public. This policy contains the minimum standards for all DCS employees. Workplace attire and grooming must be neat, clean, and appropriate for the work performed and the setting. Since it is impracticable for a policy to address all circumstances, managers will exercise sound discretion to determine appropriateness in appearance. Any questions about appropriate dress should be discussed with the employee's immediate supervisor.

I. DEFINITIONS

N/A

II. REFERENCES

N/A

III. STATEMENTS OF PURPOSE

- A. DCS staff members will at all times present a professional image to clients, visitors, and the public. Employees who do not meet a professional standard may be sent home to change and employees will not be compensated for that time off.
- B. Workplace attire and grooming must be neat, clean, and appropriate for an office setting, court, and/or other professional setting (e.g. meeting, training, etc.).
- C. Examples of inappropriate dress include, but not limited to:
 - 1. Clothing that is wrinkled, disheveled, soiled, or in disrepair,
 - 2. Exercise clothing, including sweatpants, sweatshirts, sweat suits/leisure suits, leggings as pants, or biker shorts,
 - 3. Shorts,
 - 4. Denim jeans of any color (exception: denim jeans in well-kept condition may be worn on designated "casual" workdays),
 - 5. Clothing that exposes the abdomen, breasts or chest area, including crop-tops, halter-tops, tank tops, tube tops, and midriff-length tops,
 - 6. Skirts, dresses, or skorts that reveal the majority of the area between the top of the knee and the hip. This includes clothing that contains a slip or split that produces the same result,
 - 7. Clothing with writing or graphics that could be considered offensive, vulgar, or insulting,
 - 8. White undershirts worn as the only layer of clothing,
 - 9. Non-business shoes, such as flip-flops (sandals loosely fastened to the foot with a thong), house slippers, or athletic sandals, and
 - 10. Tennis shoes or any kind of athletic shoe (exception: tennis/athletic shoes in well-kept condition may be worn on designated "casual" workdays).

D. DCS has opted to make three (3) exceptions to the dress code on Fridays. On Fridays only, employees may wear “casual” clothing, and the following items are allowable (all other items on the above list are not):

1. Denim jeans in good repair (e.g. no holes or tears)
2. Sweatshirts, and
3. Athletic shoes.

Note: Jeans, sweatshirts, and athletic shoes may **not** be worn if the employee is scheduled to attend Juvenile or Family Court.

E. Deputy Directors and Regional Managers may designate additional casual days when anticipated job assignments justify such dress.

Note: Casual days may be designated sparingly, consistent with the intent of this policy.

F. Deputy Directors and Regional Managers may designate special dress days in conjunction with fund-raisers and employee performance incentives, such as “crazy hat day”. Such dress must not interfere with the employee’s ability to carry out job duties in a safe and efficient manner.

G. Employees who are required to perform unusual or unique job duties or have special medical conditions may request special consideration for exceptions to this policy.

H. At no time may an employee wear jeans, sweatshirts, or athletic shoes if scheduled to appear in Juvenile or Family Court.

IV. PROCEDURE

A. Managers and supervisors have the responsibility to ensure that all staff members are dressed in accordance with this policy and with job duties.

B. The manager or supervisor will mentor staff to dress professionally and understand the importance of others’ perceptions.

C. If an employee is dressed inappropriately, it is the responsibility of the manager or supervisor to present the issue to the employee. The manager or supervisor will inform the employee about why the dress is inappropriate with one (1) other manager or supervisor of the same gender as the employee present. The employee will be advised that he or she may not wear the article(s) of clothing to work again.

D. DCS recognizes the importance of individually held religious beliefs to persons within its workforce. DCS will reasonably accommodate an employee’s religious beliefs with respect to workplace attire. Employees requesting a workplace attire accommodation based on religious beliefs should notify their immediate supervisor and the Human Resources department.

E. An employee who has a medical condition or disability that prevents him or her from adhering to this policy should notify his or her immediate supervisor and contact DCS Human Resources to determine whether and to what extent a reasonable accommodation can be made to exempt the employee from the employee dress

requirements outlined in this policy. The employee may be required to provide documentation to support the request.

- F. Employees who fail to adhere to this policy may be subject to disciplinary action, up to and including dismissal.

APPROVED: July 1, 2013

Mary Beth Bonaventura, Director
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