INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: All Indiana Department of Workforce Development Employees

FROM: Randy Gillespie, Chief Financial Officer
Dennis Wimer, Deputy Commissioner, Field Operations
Indiana Department of Workforce Development

DATE: July 27, 2011

SUBJECT: DWD Policy 2011-01
Dress Code for DWD Employees

Purpose
All DWD employees are expected to present a professional appearance and agency image by wearing appropriate dress and maintaining proper grooming and hygiene habits at all times.

Rescissions
DWD Policy 2007-07, Dress Code for All DWD Administrative Office Employees in the Government Center; and
DWD Policy 2007-19, Dress Code for All Office Employees in WorkOne Centers and WorkOne Express Sites

Content
This Dress Code policy contains the minimum standards that must be followed by all DWD employees. It is the responsibility of managers and supervisors to ensure that all employees adhere to this policy. If an employee is dressed inappropriately, the manager or supervisor will inform the employee of the inappropriateness and the reason it is deemed to be so. If the employee's appearance is unduly distracting or inappropriate, the employee may be sent home to take the appropriate corrective action and then return to work. An employee who is sent home to correct their appearance may use personal leave time to cover the time that she/he is away from the office to change into proper attire. Repeated violation of the dress code policy may result in disciplinary action. This policy is intended to be as comprehensive as possible, however managers, with counsel from the Human Resources department, have the final discretional authority.

Regional Operators may establish a stricter dress code policy than the one outlined in this document. Any local or regional dress code policy that is stricter than the standards established in this policy must be followed by all DWD staff persons that work within the specific offices overseen and/or managed by the associated Regional Operator.

Policy

Appropriate dress, proper grooming and hygiene are essential to ensure DWD employees portray a positive and professional image of the agency and state government. All clothing should be in good condition, meaning not torn, ripped or soiled. Inappropriate dress includes, but is not limited to, attire that would normally be considered "leisure," "work-out" or "recreational" in nature. Examples of **inappropriate** dress include:

1. Pants that are tight and form-fitting such as stretch pants, leggings, spandex bicycle pants, etc.
2. Sweat pants and sweat suits
3. Shorts
4. 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 slit or split that produces the same result.
5. Clothing that exposes the abdomen, buttocks, breast or chest area
6. Tank tops without a cover-up
7. T-shirts
8. Halter or spaghetti strap tops and dresses without a cover-up
9. Clothing that contains writing and/or graphics that could be considered offensive, vulgar or insulting
10. Flip-flops or athletic sandals
11. Slippers
12. Crocs clogs
13. Hats or head covers (head covers that are required for religious purposes may be approved by Human Resources)
14. Denim jeans *
15. Tennis/athletic shoes*

*Exceptions – Denim jeans and tennis/athletic shoes may be worn on designated "casual" work days; both must be in well-kept condition. "Casual" work days must be approved by DWD Human Resources for DWD administrative offices or by Regional Operators for WorkOne offices.

Additional exceptions for the wearing of tennis/athletic shoes may be made by providing Human Resources proper documentation from a health care professional.

Body piercing jewelry may only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.

Tattoos must be appropriate in content with minimal exposure in order to maintain a professional image. Facial tattoos are unacceptable.

All WorkOne office employees are expected to dress in a manner that is acceptable for a professional atmosphere. DWD employees represent the Agency and the State to clients and colleagues, and employee appearance should reflect professionalism and respect.

Employees in situations requiring more formal business attire (employees conducting or attending meetings, seminars, etc, or those who have regular contact with other business professionals or the public, i.e. WorkOne clientele) should dress accordingly to represent the Agency and State as appropriate.

More formal business attire consists of conservative shirts, jackets, ties, pants, skirts, or dresses and may be worn in any color.

Ownership
Human Resources
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, Indiana 46204
Telephone: 317.232-7475

Effective Date
Immediately

Ending Date
Upon Rescission

Action
This Dress Code Policy is to be followed by all DWD employees.