



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 25

EFFECTIVE DATE: March 31, 1994

REVISED DATE: July 24, 2003; July 7, 2010

SUBJECT: Dress Code

AUTHORIZATION: 
Barbara Goodson, Deputy Commissioner

I. POLICY:

It is the policy of the Division of Administration (DOA) that employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of the DOA. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is a personal choice by the employee, the employee's supervisor will make the final decision whether the dress is appropriate for the work environment.

Further, because of working in close proximity to co-workers, employees must also be considerate of their co-workers when applying perfumes, colognes, and after-shave lotions and should also limit the use of fragrances (e.g. hand lotions, potpourris, air fresheners) within the workplace.

II. PURPOSE:

The purpose of this policy is to set forth guidelines addressing employee work apparel, grooming, and personal hygiene (general guidelines are listed on Page 4).

III. APPLICABILITY:

This policy applies to all employees of the Division of Administration in all sections, both general and ancillary appropriations.

IV. PROCEDURE:

Each section within the DOA is required to issue a dress code policy, which outlines the following points:

- Defines the business purpose for the policy (e.g., maintaining a professional image to its clients and to the general public).
- Defines the appropriate attire based on work performed, the work setting, safety issues, and employee contact with clients and the general public.
- Lists specific examples of acceptable and unacceptable attire (e.g. shorts, sweat pants, etc.).
- Addresses the use of colognes, lotions, and other fragrances within the workplace.
- Addresses the consequences for violation of the policy.

V. RESPONSIBILITY:

Deputy/Assistant Commissioners and equivalent are responsible for:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads are responsible for:

Determining appropriate guidelines for dress for each position under his supervision.

Producing a section policy which outlines the guidelines above.

Forwarding a copy of the section's internal policy to the Office of Human Resources for review prior to submitting it to the Appointing Authority for approval.

Ensuring that each employee under his supervision, current and new:

- Is made aware of any applicable dress code policy and its contents as well as any forthcoming revisions, and
- Is informed that he must abide by the terms of the policy as a condition of employment, and
- Is informed of the consequences of violation of the policy.

Providing for formal review of any applicable dress code policy with all employees on an annual basis.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining records of any dispute between the agency and an employee regarding the dress code including any written statement from the agency or employee of the reasons for the disagreement.

Monitoring the effectiveness of any applicable dress code policy and making appropriate changes when necessary.

Dealing with violations and grievances in a fair and consistent manner.

Resolving disagreements between supervisors and employees regarding the appropriateness of specific clothing.

Managers/Supervisors are responsible for:

Complying with this policy in any fashion instructed by the section head.

Employees are responsible for:

Arriving to work dressed in accordance with applicable section policies and the job duties of the position.

Considering their co-workers when applying colognes, perfumes and after-shave lotions, and limiting the use of other fragrances within the work environment.

Bringing grievances to the attention of a supervisor.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to enforced leave or leave without pay for the purpose of obtaining appropriate apparel or, if appropriate, disciplinary action.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Supervisor, Manager, and/or Section Head or, ultimately, the Appointing Authority.

VI. EXCEPTIONS:

Exceptions to this policy must be presented to the Appointing Authority along with compelling justification.

DRESS CODE GUIDELINES

Appropriate Standard Professional Attire

Women – Acceptable	Men – Acceptable
1. Suits	1. Suits
2. Pantsuits	2. Slacks
3. Dresses	3. Business appropriate shirt (Sport Coat at discretion of supervisor)
4. Skirts/blouses	4. Tie optional except for meeting outside of the agency
5. Slacks/blouses	5. Belts optional but encouraged
6. Shoes: Business appropriate (sandals, mules, flats ok)	6. Dress shoes (oxfords, loafers) or Dress Boots and socks
7. Hosiery optional	
8. Belts optional	

Appropriate Business Casual Attire

Women – Acceptable	Men – Acceptable
1. Slacks (khakis, chinos, etc.)	1. Slacks (khakis, chinos, etc.)
2. Denim jeans (Fridays only)	2. Denim jeans (Fridays only)
3. Capri pants (business appropriate)	3. Collared shirt either polo-style or button down
4. Skirts	4. Shoes (business appropriate)
5. Summer dresses (appropriate length/design)	5. Belts optional but encouraged
6. Shoes: Business appropriate (sandals, mules, flats ok)	
7. Hosiery optional	
8. Belts optional	

Unacceptable for Business Casual or Standard Professional Attire

Women	Men
1. Leggings or Spandex pants	1. Denim jeans (except on Fridays)
2. Spandex Dresses or Skirts	2. Tank tops
3. Tank tops, Halter tops or Spaghetti strap tops or dresses unless a jacket is worn at all times while in the office	3. T-shirts including those with logos or novelty designs
4. Shorts, skorts, ultra-short skirts	4. Shorts of any type
5. T-shirts with logos or novelty designs	5. Athletic shoes or Birkenstocks (except on Friday)
6. Denim jeans (all colors) (except on Friday)	6. Flip-flop "beach style" sandals
7. Athletic Attire (workout clothes, sweat pants/ sweatshirts, jogging suits)	7. Athletic Attire (workout clothes, sweat pants/ sweatshirts, jogging suits)
8. Baseball caps, sports caps, or knit caps	8. Baseball caps, sports caps, or knit caps
9. Athletic shoes or Birkenstocks (except on Friday)	9. Any clothing which exposes the midriff
10. Flip-flop "beach style" sandals	10. Rings in any part of the head other than the ears
11. Any clothing which exposes the midriff	
12. Rings in any part of the head other than the ears	

Student employees who have contact with the public are allowed to wear appropriate business casual attire on a regular basis providing the section head does not require more restrictive attire. Attire for all other students is at the discretion of the section head.