Finance and Administration Dress Code

Finance and Administration wants to set a standard of professionalism in presenting ourselves to each other, our customers and the public. Today's business world has adopted a more casual and relaxed dress policy, and F&A is following the example of other state agencies.

<u>Business Casual.</u>   Business casual dress is appropriate Monday through Thursday. Dresses, suits, ties and dress shoes remain appropriate for occasions when employees represent the department with customers and stakeholders. Athletic shoes and denim are NOT considered business casual. *Directors may allow clothing outside the policy for special occasions such as moving or clean-up days.*

<u>Casual Friday</u>. Casual Friday will remain customary, except on the occasion when business needs suggest otherwise. Athletic shoes and denim are allowed on casual Friday.

- Not all casual clothing is appropriate for the office; clothing more suited for sports, yard work or after-work and evening events will not be permitted. This includes clothing that does not fit well, is overly revealing, excessively worn, frayed, wrinkled, ripped, or soiled.

<u>Inappropriate Dress</u>.

- Slacks and Pants: Denim (except on casual Friday), stirrup pants, sweatpants, exercise clothing such as "warm-up" suits, shorts, overalls, or leggings worn alone as slacks.
- Shirts and Tops: T-shirts for sports or exercise; shirts bearing slogans, pictures, advertisements, or cartoons; spaghetti-strap tops, sweatshirts, tank tops, or clothing that exposes the midriff.
- Dresses and Skirts: Excessively short or mini-skirts, spaghetti-strap dresses or backless dresses.
- Footwear: flip flops or house shoes.
- Caps and Hats: All except yarmulkes or other religious head coverings

<u>Compliance.</u> F&A Division Heads will enforce the dress code and any questions or exceptions should be addressed to the Human Resource Office.

My signature acknowledges that I have read, understand and agree to comply with F&A's dress code.

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Employee Signature   *Date*