



Division Guideline # 47

Date: June 22, 2015

Title: Personal Appearance of Employees

Application: All state employees of the Department of Mental Health, Division of Developmental Disabilities

Purpose: To promote a professional image for the Department of Mental Health, Division of Developmental Disabilities, the personal appearance of employees shall be governed by the following standards:

1. The general standard for appropriate dress for all employees is business casual; however, circumstances may dictate that traditional business attire (suits, ties, dress shoes for men and skirts, dresses, pantsuits, dress shoes for women) is appropriate based on meeting attendance or interaction with the public.
 - A. Business casual may include dress or sport shirts with collars, turtleneck/mock turtleneck shirts, knit sweaters, skirts/blouses, dresses/jumpers (including denim), professional-looking Capri sets, dress or casual slacks, loafers or deck shoes.
 - B. Business casual does NOT include jeans, sweatpants, shorts, sundresses (unless worn with a jacket), halter/midriff/crop tops, tank or tube tops, shirts with spaghetti straps and flip-flops. In addition, clothing that is too short, too tight, too revealing, or clothing with offensive or improper slogans are never appropriate.
2. Jeans may be worn on dress-down days or as designated by the Regional Director. No other items of clothing listed above (1-B) may be worn on dress-down Friday (or the last work day of the week). However, appropriate attire is required for meeting attendance or interaction with the public. In addition, low-rise pants and athletic warm-up pants are considered unacceptable.
3. It is recognized that some exceptions to this policy are necessary due to the nature of the work involved. Only those employees regularly required to perform duties requiring manual tasks may wear jeans Monday through Friday; for example, those working in the mail room/storage room or those laying cable or hooking up computers. In this case, if there are days that the employee knows that he/she will not be involved in manual tasks, appropriate business casual attire is expected. Exceptions

will be made on a position basis (i.e., Behavior Resource Team) and must receive approval through the pre-approval process (check with supervisor).

4. If an employee comes to work improperly dressed, the supervisor shall so notify the employee and take action that may involve sending the employee home on leave without pay to change clothes. Repeated violations of this policy will be cause for disciplinary action up to and including dismissal.
5. If an employee believes the supervisor's action to be unreasonable, the employee may grieve that action under DOR [6.090](#), Handling Employee Grievances.

Authority

DOR [6.090](#) Handling Employee Grievances

This guideline will be reviewed and updated annually, if needed.