



HUMAN RESOURCES

Workplace Appearance Policy

POLICY Number: B-012

22 January 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.
2. **PURPOSE:** To establish the department's standard on workplace appearance.
3. **APPLICABILITY:** This policy applies to all employees of State Civil Service.
4. **PHILOSOPHY:** State Civil Service recognizes that as leaders in the human resources community, its employees have the responsibility of projecting a professional image to the customers we serve. State Civil Service is keenly aware that the appearance (attire and grooming) of all employees is directly related to the overall agency image and how clients and others perceive state employees. Therefore, in compliance with all aspects of federal and state laws and Civil Service Rules, State Civil Service will implement this workplace appearance policy and inform all employees of the requirements.
5. **POLICY:** It is the Director's policy that State Civil Service provide a work environment that is safe, clean and professional for its staff and customers. In doing so, this policy serves to ensure that employees maintain a professional appearance and wear appropriate workplace attire.
6. **DEFINITIONS:**
 - A. **Professional Business Dress:** Appropriate business attire that must be worn Monday through Thursday.
 - Men – Suits, blazers, cardigans, dress slacks, khaki pants, dress shirts with buttons and collar, polo shirts or State Civil Service logo shirts, dress shoes, socks to match pants or shoes. Beach flip flops, tennis shoes and denim are not allowed.
 - Women – Suits, blazers, cardigans, dresses, dress slacks, khaki pants, dressy Capri pants, blouses, crew or v-neck tops, sweaters, polo shirts, State Civil Service logo shirts and shoes or sandals. Low cut tops, skirts

more than two inches above the knee, slinky/clingy knit pants or skirts, denim, beach flip flops and tennis shoes are not allowed.

Employees subject to customer contact through business meetings and/or presentations must wear:

- Men - Suit or blazer, dress slacks, shirt and tie, and
- Women - Suit, sleeved dress or jacket/cardigan over skirt, dress slacks or sleeveless dress.

B. Casual Business Dress: Clothing that is more relaxed, yet neat and professional while at work. This attire may only be worn on Friday. Casual attire includes jeans in good condition, denim skirts in good condition and no more than two inches above the knee, casual Capri pants, SCS logo shirts and casual shirts and tops (back and midriff must be covered). Low cut tops, sports jerseys, T-shirts, warm ups, beach flip flops and tennis shoes are not allowed.

C. Good Grooming: Clothes should be clean and pressed at all times. Shoes should be clean and in good condition. In addition to being properly attired, employee grooming and personal hygiene must likewise be professional at all times. Hair including sideburns, mustaches and beards should be clean, combed and neatly trimmed or arranged. Visible tattoos and body piercings (excluding ears) and earrings worn by men are not allowed.

7. PROCEDURES:

A. RESPONSIBILITIES:

1. Employees are responsible for arriving at their duty station dressed in accordance with the dress policy.
2. Division chiefs and supervisors are responsible for managing their employees to ensure adherence to this policy.
3. The Director is responsible for the uniform application of this policy.

B. NONCOMPLIANCE:

If questionable attire is worn in the office, the respective division chief and/or supervisor will hold a private discussion with the employee regarding the requirements of the dress policy. If the chief and/or supervisor need assistance in communicating with an employee regarding the appropriateness of his/her attire, Human Resources may be contacted for assistance.

Violation of this policy may result in reprimand or disciplinary action.

C. RESOURCES:

Questions regarding this policy and what constitutes appropriate workplace attire may be directed to the Human Resources Office.

- 8. EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon Templet
Director