

4-1 DRESS CODE

Department of Children and Family Services employees are expected to present a professional appearance, dressing in a manner that is appropriate for their specific job duties and work environment. Attire must be clean, neat, and safe for the employee's work activities.

This policy applies to all DCFS employees, including those in office, field, and telework settings. The Department reserves the right to determine the appropriateness of employee attire and grooming. Supervisors are responsible for applying these standards consistently and fairly.

If an employee has a question regarding appropriate attire, they should consult their supervisor for clarification before wearing the item to work. Supervisors shall address any violations of this policy with an employee in a private and confidential manner. The discussion should clarify expectations and establish a plan for compliance. Continued non-compliance may result in disciplinary action, in accordance with Civil Service Rules.

Guidelines for Professional Attire

Employees are expected to dress in a manner that projects a professional image. All clothing should be clean, well-fitting, and free of wrinkles, tears, or stains.

- **Business Attire:** This is the standard for employees attending court, legislative sessions, or formal business meetings. Examples include suits, blazers, dress pants, skirts, blouses, and button-down shirts.
- **Business Casual Attire:** This is the daily standard for most office environments. Examples include slacks, khakis, polo shirts, sweaters, and blouses.

Exceptions and Special Circumstances

Reasonable Accommodations: The Department provides reasonable accommodation for disabilities, religious beliefs, or other protected characteristics in accordance with state and federal law. Employees should direct accommodation requests to Human Resources.

Special Activities: A supervisor or Appointing Authority may approve exceptions for unusual work conditions, such as days requiring physical labor (e.g., moving files or office equipment) or participation in charitable activities.

Casual Dress Days: Appointing authorities may designate certain days for casual dress. On these days, employees may wear jeans in good condition, tennis shoes, and a shirt, blouse, or other workplace appropriate top. T-shirts are permitted but must be in good condition with no holes or rips. Messaging on t-shirts must be related to the department or to the department sponsored activity or event. For example, if DCFS sponsors a Friday for employees to support their local sports team, employees may wear T-shirts with the local team's logo or branding.



Casual dress is not permitted if an employee is scheduled to attend a business meeting with external partners or represent DCFS at a formal conference or event. The casual day privilege may be revoked by the Appointing Authority if adherence to these guidelines becomes a widespread issue. Each Thursday and Friday is designated as a casual dress day, subject to the requirements of this policy.

Prohibited Attire: The following clothing is considered inappropriate for the workplace and is not permitted:

- Any clothing that exposes the midriff or excessive skin.
- T-shirts (outside of approved casual days), tank tops, halter tops, spaghetti straps, or low-cut or see-through blouses.
- Pants: Shorts, bib overalls, sweatpants, or pants made of spandex/lycra materials. Jeans that are excessively worn, torn, frayed, or faded are also not permitted.
- Dresses/Skirts: Dresses or skirts that are significantly shorter than knee-length.
- Footwear: Slippers, flip-flops or beach-style sandals, and Crocs.
- Headwear: Baseball caps and other non-religious head coverings are not to be worn indoors.
- Excessive body piercings.
- All other clothing that is unacceptable in the workplace.

References:

Employee Handbook

Organizational:

DCFS-Departmental Policy- 4. Human Resources - 4-1 Dress Code

Effective Date: October 3, 2025 Replacing: May 12, 2021