	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual Human Resources
	Part No./Name	4-01/ Dress Code
	Section No./Name	4-01/ Human Resources
	Document No./Name	4-01/DSS Policy Manual Human Resources
	Effective Date	07/22/13

I. STATEMENT OF POLICY

To set forth basic guidelines for appropriate attire in the work place.

All employees are expected to dress in a manner which is professional and suitable for a business office and which promotes a positive image of the Department of Children and Family Services (DCFS).

While it is not the purpose of this policy to dictate style and fashion, employees are expected to dress neatly and in good taste, and in a manner that does not offend others or cause distraction in the workplace.

No policy can address every possible situation; accordingly, perceived non-compliance with the letter or spirit of this policy will be dealt with on a case-by-case basis by supervisors/managers.

Supervisors have the authority to make decisions about appropriate attire for fieldwork on those occasions when the worker believes he/she must “dress down” to accomplish an assigned task.

Employees will be allowed to dress “casual” on Casual Wear Days. On these designated days, employees may dress in acceptable casual attire, including jeans. The spirit of Casual Wear Day is ‘business casual.’ Attire as always must be neat.


Every Friday is a Casual Wear Day. An alternative weekday other than Friday may be decided by local office managers in offices where business meetings, court appearances or other service that requires professional dress are routinely scheduled on Fridays. All other Casual Wear Days are scheduled at the discretion of the Appointing Authority.

Exceptions: On any day deemed by the Appointing Authority to be a Casual Wear Day, including Fridays, casual dress will be permitted except in the following situations:

- An employee has a scheduled business meeting that day with individuals from other business entities.
- An employee is attending a formal conference or a structured event as a DCFS representative.

If adherence to Casual Wear Days becomes a problem, this privilege may be revoked.

Note: An employee may wear a Department or Program shirt on any day with appropriate slacks or skirt.

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Supervisors/managers are responsible for ensuring that the employees under their supervision comply with the dress code requirements, and must handle violations and grievances in a fair and consistent manner. When in doubt about a possible violation of the dress code, the supervisor may consult with his/her supervisor/manager or Appointing Authority for an additional opinion.


Exceptions to this policy may be approved by supervisors/managers for medical reasons or unusual working conditions such as working in a warehouse, extensive moving of files or offices, etc. The Appointing Authority may also approve exceptions to this policy in connection with charitable or other activities.

All DCFS employees shall adhere to the requirements of this policy. Disciplinary action may be taken against employees who violate the policy and supervisors/managers who fail to enforce the policy.

II. PROCEDURES

The following clothing is inappropriate and shall **not** be worn at any time, including Casual Wear Days. This list is not all-inclusive. If an employee has any questions regarding the appropriateness of a certain type of clothing, he/she should consult his/her supervisor/manager.

- **Any clothing that does not completely cover the midsection of the body.**
- **Footwear** – Slippers, flip flop “beach style” sandals.
- **Slacks** – Shorts; bib overalls; spandex, lycra or any type of form-fitting pants; leggings; jeans that are tight, excessively worn, faded or cut-off. (*Shorts are defined as: any leg wear not fully covering the entire knee area when standing*).
- **Shirts** – T-shirts, tank tops, halter tops, shirts with messages/graphics, low-cut or see-through blouses.
- **Dresses/skirts** – Ultra-short skirts or dresses, skorts, spaghetti strap dresses, tank dresses, tight spandex or spandex-like dresses.
- **Sportswear** – Jogging suits, wind suits, sweat suits or sweat pants, biking pants or shorts, baseball caps.

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- **Jewelry** – Visible jewelry attached directly to the body by means of body piercing or otherwise, with the exception of earrings (on the ear). This prohibition does not include jewelry such as bracelets, necklaces, finger rings, etc., which do not directly attach to the body.

If, in the judgment of the supervisor, an employee is inappropriately dressed, the issue should be addressed with the employee in private. The supervisor/manager should explain what is unacceptable about the employee's attire according to the policy standard and instruct the employee not to wear the outfit to the office in the future.

III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy.

IV. REFERENCES

There are no references associated with this policy.